



Assistant Manager (Project Management) – Terms of Reference

Introduction

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

Scope of work

The Assistant Manager will be assisting the work of the Project Management Division under the supervision of the Project Management Director. The Assistant Manager is responsible for assisting in planning, implementing, and monitoring of all BCC projects in order to ensure that individual and company objectives are met.

Job Tasks:

- Assist in preparing workplans and timelines for project implementation
- Coordinate with all divisions in developing project schedules and timelines
- Organize and monitor schedules and see that deadlines are met
- Manage all administrative tasks required for planning and implementation of projects
- Draft concept papers, project proposals and operational framework for projects

- Develop impact assessment and feasibility study surveys
- Prepare Annual reports and quarterly reports based on the information provided by all divisions
- Prepare project related Terms of References
- Coordinate and communicate with donor funded agencies, other implementing partners and external consultants
- Update project register and maintain proper record of all project progress reports
- Keeping track of and reporting on project progress.
- Monitor project budget and help ensure resources are used efficiently
- Assist in preparing project impact assessment and feasibility surveys
- Maintain up-to-date files and records of project documentation
- Assist Project Director with the successful completion of assigned projects, from initiation to completion, including receipt of payment if necessary
- Perform any other tasks assigned by the supervisor

Qualification and Experience

- Bachelor's Degree in Project Management, Business Administration, or equivalent qualification
- Experience in project management field is an added advantage

Key Competencies

- Work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines
- Capable of handling work pressure, possess a collaborative personality, and be a team player
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics

Reporting

The successful candidate will report to the Director, Project Management.

Contract duration

This is a full-time job, from the date of contract signing with 3 months' probation.

Remuneration

This position will be paid a fixed remuneration of MVR 14,000.00 per month.

Working hours

- 8:00am - 4:00pm weekdays with 1-hour lunch break.
- The successful candidate shall be available to work in the BCC premises during official working hours.