

Sustainable Fisheries Resources Development Project

Terms of Reference for Programme Assistant

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project’s Procurement Manual, and the Project’s Financial Management Manual all of which are consistent with the World Bank’s guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government’s capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract a Programme Assistant who will facilitate the efficient and effective administrative and human resources functioning of the PMU office. S/he will ensure compliance with the Government and World Bank procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PMU as well as assuring linkages with the Implementing Agency.

She/he will seek and receive policy guidance/ instructions and support from Project Director, Finance Manager and Procurement Officer on their respective areas of responsibilities. She/he will work closely with Project Component Coordinators and PMU Staff to ensure timely implementation of the project activities. The Programme Assistant will report to the Project Director.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Programme Assistant include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
 - Maintain staff attendance including recording of staff leave and contracts
 - Be responsible for day to day project correspondences and information sharing

- Provide receptionist services including answering calls and inquiries
 - Assist in preparing annual reports/ project reports/ update project files
 - Organize meetings and act as the secretary to project meetings and prepare the minutes of the meetings
 - Assist project staff in arranging logistics for field trips, capacity development and training workshops
 - Design and maintain proper filing and administrative system for the project documents
 - Maintain an effective filing system both in electronic and hard formats for office receipts and other documents
 - Administrative support to conferences, workshops, meetings;
 - Preparation of routine correspondence, faxes, memorandums and reports
 - Supervise the work of the Office Assistant and Logistics Officer on all administration issues and matters related to management of the premises, utilities etc. within the office.
 - Update the project website with relevant information, announcements, tenders etc.
 - Develop and maintain internet based knowledge management tools that can be accessed throughout the Maldives
 - Oversee office security, including access control, security, and evacuation and fire procedures
 - Any other duties as required.
2. Provide assistance to other PMU staff and coordinate the project activities
 3. Lead media relations - including regular information flow, organizing media events and preparing media products such as press releases, etc.,
 4. Support the World Bank Missions and Expert Consultants visits

D. QUALIFICATIONS AND EXPERIENCE

1. University Degree in Business Administration or a relevant field or equivalent
2. At least 5 years' experience working in the Maldives preferably with the government agencies involved in the field of Human Resource or Management.
3. Work experience in government or donor funded projects and other relevant institutions will be an added advantage;
4. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
5. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
6. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
7. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
8. Demonstrates openness to change and ability to manage complexities
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. REPORTING REQUIREMENT

1. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Programme Assistant is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Programme Assistant shall facilitate in preparing the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 15,000 – 18,000 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Programme Assistant.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

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She/he will seek and receive policy guidance/ instructions and support from Project Director, Finance Manager and Procurement Officer on their respective areas of responsibilities.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Office Assistant include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
 - Provide receptionist services including answering calls and inquiries
 - Assist in preparing annual reports and update project files
 - Organize meetings, act as the secretary and preparation of the minutes
 - Assist project staff in arranging logistics for field trips and training workshops
 - Administrative support to conferences, workshops, meetings;
 - Preparation of routine correspondence, faxes, memorandums and reports
 - Delivery of documents to the Ministry and other offices
 - Dispatch of goods to the outer atolls
 - Assist maintaining office security, evacuation and fire procedures
 - Support the World Bank Missions and Expert Consultants visits

2. Provide assistance to Financial Manager:
 - Manage records, file invoices, receipts, delivery orders and contracts
 - Ensure all payments to invoices are made on time
 - Assist in keeping track of all contracts entered into and ensure that payments and repayments are made on time
 - Prepare monthly payroll and ensure salary is paid on time to all staff
 - Process travel requests and collect travel reports

- Ensure effective inventory control and asset management, and maintain office management records
- Assist in managing all project assets
- Act as front desk for finance team, receipt of payment requests, verification of proper documentation, responding to client queries, delivery of cheques and follow up on outstanding cheques;
- Proper receipting of goods and services and establishment of accruals.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted; travel claims, and other entitlements are duly processed;
- Maintenance of the proper filing system for finance records and documents;
- Extraction of data from various sources;
- Perform other duties that fall within the competency and responsibility of the position

D. QUALIFICATIONS AND EXPERIENCE

1. Minimum diploma in a relevant field or equivalent
2. At least 3 years' experience working in the government or donor funded projects, or other relevant institutions will be an added advantage;
3. Excellent writing, editing and analytical skills and capability of working in a team. Fluent in written and spoken English and Dhivehi;
4. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
5. Ability to interact and respond with courtesy and good public relations skills
6. The successful individual must be willing to work for extended periods and travel to islands within the project area.
7. Demonstrates openness to change and ability to manage complexities
8. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, submit the names and contact details of personal referees who can attest to their ability.

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This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 9,250 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Office Assistant.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the **Maldives Retirement Pension Scheme** as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “**Ramadan Allowance**” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.
5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance