



Ministry of National Planning, Housing and Infrastructure
Republic of Maldives

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PROJECT MANAGEMENT UNIT GREATER MALE' CONNECTIVITY – MALE' TO THILAFUSHI LINK PROJECT, GULHIFALHU PORT PROJECT, CANCER HOSPITAL AND CRICKET STADIUM PROJECT

Assistant Project Coordinator (APC)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing the Greater Male' Connectivity – Male' to Thilafushi Link Project (MTL), Gulhifalhu Port Project, Cancer Hospital and Cricket Stadium Project financed by the Indian Exim Bank and intends to apply part of the proceeds for the selection of a Assistant Project Coordinator for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

B. OBJECTIVES OF ASSIGNMENT

The Assistant Project Coordinator (APC) is responsible for day to day administrative and logistical works of the Project Management Unit (PMU) under the direction of the Project Director (PD).

C. SCOPE OF SERVICES

The Assistant Project Coordinator's tasks will include, but is not be limited to the following:

1. Provide necessary administrative support to the Project Director and PMU works.
2. Be the focal point to coordinate all the incoming and outgoing correspondence to/from the PMU respectively.
3. File and maintain comprehensive records physical and electronic of all incoming and outgoing documentation in relation to all projects.
4. Develop and maintain both electronic and hard copy filing system ensuring safekeeping of confidential material of the PMU.
5. Maintain updated comprehensive records of PMU staff and implement procedures regarding recruitment, performance evaluation and remuneration of PMU staff.



6. Maintain PMU inventory supplies; order replacement supplies as and when required.
7. Provide logistical and other support to the PMU team as and when required;
8. Ensure full compliance of administrative activities with the rules, regulations, and policies of the Government of Maldives.
9. Attend to project meetings and maintain minutes of meetings and records of meetings.
10. Coordinate and arrange meetings as required for PMU activities;
11. Any other duty assigned by the Project Director.

This position is based at the offices of the Ministry of National Planning, Housing and Infrastructure in Male'.

A. KEY QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree and above, majored in either business administration, or a project administration related field.
2. Must have professional work experience of at least seven (7) years
3. Must have minimum five (5) years of work experience in administrative field and minimum (1) year of project administration experience.
4. Experience working in administrative field in the Government or international agencies will be an added advantage
5. Experience working in donor funded projects will be an added advantage.
6. Experience in maintenance of project records, document control and filing will be an added advantage.
7. Should be familiar with administrative procedures of the Government of Maldives. Familiarity with public finance laws and regulations will be an advantage.
8. Candidates with knowledge of government systems like, GEMS, etc. will have an added advantage.
9. Candidate must be willing to work for extended periods without direct supervision.
10. Strong interpersonal communication skills in discussing and resolving difficult issues.
11. Ability to work efficiently and effectively in a multidisciplinary team.
12. Should be fluent in writing and speaking of Dhivehi and English language.
13. Should be fluent with MS Word, MS Excel, MS Power Point and comfortable in working with cloud-based software such as document control software.
14. Must be result oriented and proactive.
15. Must be available to travel to project sites and oversees where necessary for project related duties.
16. Be able to positively adapt to change.

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



In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The successful candidate must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

B. REPORTING REQUIREMENT

1. The APC should Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The APC should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of Forty (40) hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
3. The APC shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
4. The APC is required to report to work in an official attire

C. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months from the commencement of the works with potential extension based on performance and need.

D. SELECTION CRITERIA

The Assistant Project Coordinator will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Education	20 points
Bachelor's degree and above, majored in either administration, or a project administration related field	20
Work Experience	40 points
• Work experience at least five (7) years	15
• Work experience in administrative field at five (5) years	5
• Experience in project administration field at least one (1) year	5
• Work experience in administrative field in the Government or international agencies	10
• Familiarity and experience of GEM government administrative system.	5
Interview	40 points

D. REMUNERATIONS AND LEAVE DETAILS



1. Successful individual will be paid an all-inclusive monthly fee of MVR 22,400 depending on their qualifications and experience. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.
4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.
6. Leave Entitlement:
 - a. Annual Leave: The APC may take up to Thirty (30) working days leave per calendar year upon the completion of one year of contract.
 - b. Sick Leave: The APC may take Thirty (30) days of paid sick leave.
 - i. The APC is allowed to take Thirty (30) days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is to be submitted on the first day back at work.
 - ii. Notwithstanding the above, APC is allowed to take Fifteen (15) days' sick leave without medical certificate and can be taken for Two (2) consecutive days.
 - c. Family Responsibility Leave: The APC may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
 - d. Unpaid Leave: The APC will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than Thirty (30) working days.

F. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in project administrative environment, availability of appropriate skills etc.)
5. Documentation to demonstrating candidates experience for selection criteria scored categories.
6. Reference letters from past employment.



E. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Human Resource Section,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv