



Project Coordinator (MD Bureau) – 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 Project Coordinator will be assisting the work of the Managing Director's Bureau under the supervision of the Managing Director.

Job Tasks:

- Organize, schedule and manage meetings of the Managing Director, including arrangement of logistics.
- Ensure Managing Director's schedule is followed and maintained.
- Responding to emails and manage internal and external correspondence on behalf Managing Director's bureau.
- Prepare minutes and maintains filing system of all the meetings which the Managing Director attends.
- Follow up on incoming issues and concerns addressed to the Managing Director, including those of sensitive and confidential nature. Consult with MD prior to determining appropriate course of action.

- Ensure the confidentiality and security of Managing Directors' communication files and filing systems, and personal cabin.
- Prepare travel and logistics arrangements of Managing Director and liaise with relevant parties.
- Manage the Managing Director's office ensuring proper documentations and record keeping.
- Ensure the Managing Director is fully briefed on, or prepared for engagement she is involved in.
- Engage in project related work.

Qualification and Experience

- Minimum GCE O' Level or equivalent qualification
- Minimum of 5 year of work experience
- Understanding of administrative work of bureau and projects

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 Managing Director.

Contract duration

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

Remuneration

Based on experience and educational qualification

Working hours

The successful candidate 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.