

POSITION DESCRIPTION

Title: Program Director
Workstation: Bar Council of the Maldives
Contractual term: 1 year (with possibility of extension)

OVERALL RESPONSIBILITIES

Responsible for the successful development and execution of the designated projected activities of the Bar Council of the Maldives.

SPECIFIC RESPONSIBILITIES

- Developing concepts, project proposals and planning for future partnerships
- Implements one or more programs and/or projects
- Ensures implementation of programs and projects conforming with partner policies
- Analyse project/program performance throughout the process to measure progress against the project/program plan
- Serves as a point of contact for projects and communicates with member leaders and staff on project status
- Provide advanced administrative support functions in support of projects and/or major work groups
- Managing all financial functions and responsibilities related to projects/programs (will be responsible for timely management of accounts and financial reporting, both towards all State authorities in the Maldives, and those under various partnerships of the BCM)
- Performs other related duties as required by the BCM

Minimum Qualifications / Work Experience

- A bachelor's degree in law OR a master's degree qualification in management, administration, or a related field, WITH work experience in management, program implementation OR a related field.
- Previous experience in implementing international donor-supported programs which included responsibilities for supervision of a team, financial management, and compliance, will be an added advantage.

Desired Skills and Competencies

- Excellent analytical and quantitative skills with computer proficiency.
- Excellent and effective communication skills, including the ability to prepare and analyse reports; and deliver presentations, making and defending recommendations.
- Excellent organizational, time management, and strong interpersonal skills with strong leadership.
- Ability to multitask, to work flexibly, and meet tight deadlines.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Demonstrated ability to undertake administrative and logistical tasks, follow procedures, and adhere to regulatory requirements.

Salary and Benefits:

- Monthly salary: USD 1946 (Salary will be paid in equivalent Dhivehi Rufiyaa, based on bank rates)
- Benefits: Successful candidate will receive Ramadan allowance & Pension contribution

Application Documents:

The following documents must be submitted to secretariat@maldivesbarcouncil.org, by **COB 17th April 2022**.

1. Cover letter;
 2. CV;
 3. Copies of academic certificates;
 4. Evidence of work experience; and
 5. ID card/ passport copy.
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