



**Ministry of National Planning, Housing and Infrastructure**  
Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/471/2022/110

Date: 16.05.2022

**PROJECT MANAGEMENT UNIT**

**CIVIL ENGINEER**

**TERMS OF REFERENCE**

**A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing the Gulhifalhu Port Project and Cancer Hospital Project financed by the Indian Exim Bank and intends to apply part of the proceeds for the selection of a Civil Engineer for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

**B. OBJECTIVES OF ASSIGNMENT**

The Civil Engineer is responsible to provide technical and engineering input for project activities, in accordance with the project documents and as per the donor guidelines in collaboration with the project team of the Project Management Unit (PMU) under the direction of the Project Director (PD) to ensure all implementation arrangements of projects are carried out smoothly and on time.

**C. SCOPE OF SERVICES**

The Civil Engineer's tasks will include, but is not be limited to the following:

1. Liaise with project stakeholders to ensure technical compliance of project components with project approval documents and operational standards of regulators and donors;
2. Visit project sites and inspect the civil works of project and give site specific suggestions where necessary;
3. Reviewing technical design of the projects and bill of quantities, and revising the design specifications in accordance with project documents;
4. Assistance during field surveys and subsequent report compilations;
5. Assistance in tendering process, including in procurement and contract negotiations stage;
6. Assistance in preparing and revising project activities and financial plans as when required by the Government and funding agency;

7. Assist in review and evaluation of project reports and documents;
8. Review payment invoices and preparation of interim payment certificate;
9. Assist and advice PMU in preparing information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by the Client or funding agency for review and/or for presentation;
10. Provide technical input on projects documents as required;
11. Participate in construction oversight activities during civil works, and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approval of payments;
12. Participate in document review, evaluation and other relevant committees that may be formed under PMU as required;
13. Participate in monitoring and evaluation for the contracts issued for projects managed by PMU including but not limited to the following:
14. Implementation schedules and budget;
15. The performance of the component against the component objectives;
16. Undertake any other technical tasks 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. Minimum Bachelor's Degree in Civil or Structural Engineering
2. Must have general work experience of at least seven (7) years with minimum three (3) years' specific experience in designing/reviewing and project implementation field
3. Should possess sound knowledge of computer aided design software/applications;
4. Should be fluent with MS Word, MS Excel, MS Power Point and comfortable in working with cloud-based software such as document control software.
5. Strong interpersonal communication skills in discussing and resolving difficult issues.
6. Experience working with international contractors/consultancy firms will be an added advantage.
7. Experience working in donor funded projects will be an added advantage.
8. Ability to work efficiently and effectively in a multidisciplinary team.
9. Should be fluent in writing and speaking of Dhivehi and English language Should have strong command over English language with proven communication, presentation and negotiation skills and in, discussing and resolving difficult issues.
10. Must be result oriented and proactive.
11. 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.



## D. REMUNERATIONS AND LEAVE DETAILS

1. Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 26,100 to MVR 36,000** 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 Civil Engineer may take up to Thirty (30) working days leave per calendar year upon the completion of one year of contract.
  - b. Sick Leave: The Civil Engineer may take Thirty (30) days of paid sick leave.
    - i. The Civil Engineer 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, Civil Engineer 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 Civil Engineer 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 Civil Engineer 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 Fifteen (15) working days.
  - e. Other than the above mentioned leaves, the Civil Engineer will be entitled to any other leaves granted by the Employment Act.

## E. 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)

