



Ministry of Health

## **Terms of Reference (TOR)**

### **Project Assistant (Local) Ministry of Health**

#### **A. Background**

Ministry of Health is a government institute with the mission to ensure that the entire country contributes to achieving excellence in high quality health care that is affordable, equitable, and accessible, resulting in a health population. Ministry of health also carries out Health Care Infrastructure projects to improve the current health care system and establish better health care facilities within the country, finances through government and donor funding.

The Ministry is seeking a skilled **Project Assistant** to steer the health infrastructure projects that the Ministry is implementing with the help of foreign and government financing which is overseen under the administration division of Ministry of Health. The ministry is seeking an individual Consultant for the role.

#### **B. Objectives**

The primary objective of the **Project Assistant** is to maintain track of and manage all the assigned PSIP/Donor funded infrastructure project and keep track of their data.

#### **C. Scope of Service**

Under this TOR, the scope of work which the **Consulted** is expected to work alongside the MOH team on the following areas:

- Coordinate with all the relevant project stakeholders effectively throughout the project life cycle
- Steer the delivery of government targets relating to strategic infrastructure projects preparation, coordination and management
- Review project documentations submitted by consultants/contractors/investors
- Review and analyze structural designs and drawings submitted by relevant stakeholders
- Prepare project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports and other documentation related to projects
- Create and maintain comprehensive project documentation
- Advise the ministry regarding project contracts
- Advising on procurement strategy and assist in the preparation of tender documents
- Preparation of TORs for infrastructure projects undertaken by the Ministry. Define accurate and detailed scope, objectives and deliverables for the projects

- Evaluating claims for additional payments, variation orders or extension of time by the contractor/consultant and make recommendations
- Valuing completed works and preparation of payment certificates
- Administrative support in infrastructure development related projects
- Other relevant tasks assigned by the Ministry

#### **D. Required Expertise and Qualification**

- **The applicant must hold a Diploma in Project Management or Business Administration or Business Management and must demonstrate a good command of knowledge in the areas of Project management and coordination.**
- Proficiency in AutoCAD, MS Project, Structural Design Software and Microsoft Office Package. Experience in Structural Design will be an added advantage.
- Experience in project formulation and tendering process. Experience in managing FIDIC contracts will be an added advantage.
- Ability to effectively prioritize and execute tasks in high-pressure environments is crucial.
- Ability to manage multiple projects and work to tight deadlines.
- Experience in working both independently and in team oriented, collaborative environment is essential.

#### **E. Code of Conduct**

The employees hired under this TOR, shall follow and maintain the standard of professional code of Conduct set by the Civil Service Commission and Policies, Standards, Guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

#### **F. Working Hours**

08:00-16:00hrs, weekdays. The selected applicant may be required to work additional hours outside the above working hours during the term of the consultancy.

#### **G. Remuneration**

Successful candidate will be paid an all-inclusive monthly fee of MVR 9,195.00 (Nine Thousand and One Hundred and Ninety Five Rufiyaa).