

Advertisement No: MFMC/I/2022/21

Description of Services

Duration of Contract: Initial Fixed-Term Contract 01 Year

Remuneration: MVR 20,000 – 25,000 per month

Project Overview

The Maldives Fund Management Corporation (MFMC) is a 100% state-owned company, with a mandate of fulfilling national development goals through increased private sector investment and addressing limitations in the local financial system.

The European Union is providing EUR 2 million as grant aid for the project ‘EU Support for a Resilient Recovery of SME Tourism Industry in the Maldives’. The overall objective of the project is to enable the Maldives to create a more resilient and diversified economy by enabling tourism sector MSMEs to recover from the COVID-19 crisis that has resulted in significant need of financial assistance to kick start operations to coincide with economic recovery efforts.

The project will also provide towards technical assistance to target beneficiaries via training programs for best practices for operations and financial management, sustainable waste management, creating access to international markets and set-up of a specialized Online Travel Agency platform.

Scope of work

Project Manager have to oversee all the functions of the project and come up with necessary project development plans to ensure that the deadlines for the project are met and the work involved in the project is efficient.

Overall responsibility

Manage all the functions of the “EU Support for a Resilient Recovery of SME Tourism Industry in the Maldives” project and implement innovative process development techniques to streamline the functions of the project.

Specific responsibility:

1. Develop a project model with efficient processes to ensure that the project will be able to meet the set deadlines
2. Ensure that the training programs planned to be carried out under the technical assistance of the project runs smoothly.
3. Define and develop a workflow diagram as per industry standards and practices for smooth and seamless implementation of the OTA.
4. Prepare a project development framework
5. Coordinate with the IT specialist and project officers and aid in the development of the Online Travel Agency (OTA)
6. Liaise with OTA developers and offer expertise about the industry standards and processes.
7. Find ways to streamline the different functions of the project
8. Maintain regular updates of the project to be communicated with the European Union
9. Advising the project coordinators on ways to increase work efficiency
10. Create and implement a timeline for the remaining components of the project

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MFMC CAPITAL

11. Formation of monthly progress reports to be submitted to steering committee
12. Budget management for component 1 (Grant Disbursement) and component 2 (Technical Assistance).
13. Ensuring transparency and efficient use of the allocated funds.
14. Crafting business proposals and contracts
15. Attending networking activities to research and connect with prospective stakeholders.
16. Attract and procure new stakeholders for the project and maintain long-lasting relationships with current stakeholder
17. Communicating with stakeholders to understand their needs and offer solutions to their problems
18. Manage information flow in a timely and accurate manner.
19. Represent the company at stakeholder meetings, investor presentations and other events.
20. Liaise with Marketing Department in carrying out marketing initiatives to secure new investments.
21. Contribute to continuous development of the project.
22. Any other duties as may be assigned

Requirements:

1. Degree in finance related field or project management (additional educational qualifications will be an added advantage)
2. Minimum 3-year experience in project coordination (exposure in managing donor funded projects will be an added advantage)
3. Must be able to demonstrate excellent financial, project management and coordination skills

Preferred Skills:

1. Relevant professional qualifications (project management, six sigma, business process management certification, ISO 9000)
2. Fluency in English (written and spoken)
3. Excellent analytical and reporting skills
4. Strong communication and interpersonal skills
5. Ability to meet deadlines
6. Detail-oriented and well-organized, with ability to exercise sound judgement.

Interested candidates please complete the online job application form before 02:00 pm, 7th June 2022.

<https://form.jotform.com/213531409438454>