



Ministry of Economic Development
Republic of Maldives

Terms of Reference
IT Consultant

August 2022

Introduction

The Ministry is seeking the service of an IT Consultant to facilitate the effective and efficient operations of the Ministry's IT services through monitoring and maintaining its Information Systems and IT infrastructure.

Scope of work

With the overall guidance and direction from MED, the consultant is required to:

- Provide vision and leadership for the planning, implementation and management of communication and Information Technologies that support the Ministry.
- Direct and manage Information Technology strategic plans, policies, and programs.
- Provide leadership and management for systems developed and maintained by the Ministry, server/network infrastructure, and security systems.
- Develop and maintain a responsive, reliable, and secure IT infrastructure.
- Maximize the value of technology investments.

Roles and Responsibilities

The IT Consultant are expected to work alongside the MED team on the following areas:

1. Develop and manage long-range plans, policies, budgets, facilities, and services. Ensures the acquisition and deployment of the Ministry's information technology resources are effective and efficient.
2. Lead architecture design, software developments, and solution management to ensure that these are aligned to the Ministry's objectives and priorities.
3. Act as project manager for the design, implementation, customization, and maintenance of the Ministry's major software applications, Network Infrastructure, Website development, and all ICT projects.
4. Working closely with technical staff in developing plans and monitoring progress; Manage project scope and objectives; develop and updates project plans; estimate tasks duration; estimate costs and assigns resources as required including identifying deliverables and milestones.
5. Actively engage in providing creative inputs for the development of new tools and systems, enhancement to existing tools/systems or new ways of using/integrating tools/systems.

6. Enhance the existing systems development methodologies, procedures, providing manuals, documentation of best practices, configurations, support and systems analysis and development of the systems developed and maintained by the Ministry.

Qualification Requirements/Experience/Skills

- Master's degree in Information Technology or similar field.
- 5 years of work experience in the field, with no less than 3 years in management.
- Knowledge in software engineering and system development.
- Knowledge of technical management, information analysis and of computer hardware/software systems.
- Hands-on experience with computer networks, network administration and network installation.
- Ability to manage personnel.

Duration of Service: 24 calendar months

Working hours: 0800 - 1600hrs, weekdays with 1 hour lunch break

Remuneration: Rf 38,000 per month (inclusive of all benefits)

Recruitment process

Interested applicants are required to submit their CV, accredited and attested certificates and other relevant information demonstrating his/her experience in the area.

Please note that only shortlisted applicants will be invited to interview for the vacancy.