

TOR for Strategy & Registry Service Consultant

Background

The Registrar of Businesses is entrusted with a wide range of responsibilities starting from policy formulation, rulemaking and service delivery in order to fulfill the legal mandate stipulated in the Law no. 10/96 (Maldives Companies Act), Law no. 3/2007 (Cooperative Societies Act), Law no. 13/2011 (Partnership Act), Law no. 6/2013 (Small and Medium Enterprises Act), Law no. 18/2014 (Business Registration Act), Law no. 19/2014 (Sole Proprietorship Act) and Decentralization Act (7/2010) respectively.

As per the current strategy, Business Registration services will be reengineered to focus on rule making and digitalizing process work flows. Strategy & Registry Service Consultant will be tasked to review existing functions of the Business Registration Section and assist in restructuring and preparation of various materials and documents that are required to adopt digital delivery by increasing digital interactions.

Scope of work

- Assist in drafting policies and reviewing process work flow to deliver efficient services
- Assist in design and execution of new services
- Coordinate with key stakeholders to update Business Activity Module
- Coordinate design and implementation of reporting module for all businesses
- Advise stakeholders on the use of business portal API and public business register
- Assist to organize local and international workshops, forums & meetings
- Coordinate the public outreach program for business services

Qualification Criteria

- Completed a Bachelor's degree in international business, economics, management or engineering
- Work experience in policy, strategy, design or management in a Private or Public Company will be an added advantage
- Shall be fluent in written and spoken Dhivehi and English

Work Hours

- Sunday to Thursday, 0800hrs to 1600hrs
- Applicant should be flexible to work outside official hours on a need basis

Remuneration

- MVR 30,000 per month

Term

- 1 year