



**MINISTRY OF GENDER, FAMILY AND SOCIAL SERVICES
REPUBLIC OF MALDIVES**

Terms of Reference for Community Development Officer

I. Post Information

Job Title: Community Development Officer

II. Organizational Context and Purpose for the job

The Ijjithimaae Badhahi Madhadhuverin (IBAMA – You and Me) or the Community Social Groups is a platform established at the community or island level that work towards the promotion, protection and fulfilment of human rights; to ensure a safer society through ensuring the full and equal enjoyment of human rights and fundamental freedoms guaranteed by the Maldivian Constitution, the Child Rights Protection Act, Juvenile Justice Act, other legislations and the international conventions and treaties which the Maldives is a party to. The primary focus of the IBAMA is to provide a multi-sectoral and coordinated prevention and response to emerging vulnerabilities in communities, with targeted attention given to vulnerable girls and women, boys and men, children, elderly and people with disabilities. The work done by IBAMA group is based on the fundamental belief that a safer and more connected community is formed by empowering the community and its people to address their own needs.

Job organizational context:

The Community Development Officer will work for Ministry of Gender, Family and Social Services and report to PPMRD.

Purpose for the job:

Under the general guidance of the supervisor, the Community Development officer is accountable for providing professional, technical, operational and administrative assistance throughout the programming and implementation processes of activities under IBAMA Project in the Policy, Planning Monitoring and Research Department (PPMRD). The support includes coordinating and assist in implementation of the planned activities of the IBAMA project.

III. Key function, accountabilities and related duties/tasks

The Community Development officer will be required to undertake following tasks, among others;

1. Support to the planning process of IBAMA activities, including coordinating and communication with stakeholders.
2. Technical and operational support, including logistical arrangements for roll-out of IBAMA in islands, ensuring timely delivery of activities.
3. Coordinating organization of IBAMA trainings with relevant stakeholders and organizing monthly stakeholder meetings.
4. Ensure information, reports and other documentation relevant to the implementation, review and reporting of the project are provided in a timely manner.
5. Accompany IBAMA consultant to selected islands for trainings and field visits.

6. Carry out reporting process of IBAMA, including documentation of trainings and necessary reporting to donor agencies. Close support and monitoring of IBAMA roll-out activities.

IV. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual but shall not exceed 2 (two) years in total.

V. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: public health or medicine, sociology, psychology, or another relevant social science field.

Experience:

A minimum of two to three years of professional experience in or related social science field with active work in planning, implementing. Coordinating and/or management in Social Development project, program or areas.

Language Requirements:

Fluency in English and Dhivehi is required.

VI. Reporting Requirement

Report directly to the Head of PPMRD of the Ministry.

The Community Development officer should report to work on week days from 0800 – 1400hrs, other than public holidays. Depending on the workload may need to spend time beyond official hours.

VII. Remuneration and Leave details

Successful candidate will be paid a fixed monthly fee of MVR 15,295 (Basic Salary 6295/- Service Allowance 6000/- Support Allowance 3000/-) and 7% of salary will be deducted for pension. In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable. Leave entitlement shall be as follows;

VIII. Application instructions

The Ministry of Gender, Family and Social Services now invite interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest.
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
3. Work experience documentation. (Description of similar assignments, and experiences in similar field of work).
4. Copies of attested academic qualifications
5. Reference letters from current and/or previous employers.
6. A copy of National Identity Card.