

Reference Number: (IUL) 457-HR/1/2022/42
Date: 11 September 2022

Terms of Reference

Position

Census Program Assistant

Duration

07 Months

Background

Maldives Bureau of Statistics (MBS) is looking to hire an active, self-motivated, organized and enthusiastic Census Program Assistant. The Census Program Assistant will provide assistance and support mainly in administrative and technical functions related to all 2022 Census activities.

Reporting Relationships

Census Program Assistant will report directly to the Statistician.

Scope of Work

- Assisting in the organization and implementation of census publicity activities.
- Assisting in the Preparation of the administrative settings of the Census headquarters, and preparing files for enumerators and officials.
- Assisting in organizing various arrangements during the census fieldwork and Assisting in organizing returns from different census centers across Maldives.
- Assisting all the activities & works related to 2022 census.

Educational Qualification

- Completed GCE O Level or above educational qualification.

Experience

- No experience required, but priority will be given for applicants who have experience working/volunteering in census related works.

Competencies

- Ability to complete tasks on tight deadlines and manage time. High degree of flexibility (to work longer hours, on duty shift basis and on weekends as per requirement), creativity and good inter-personnel skills.
- Computer literate, including MS Office package and use of email, internet, etc.

Working Hours

- Morning 8:00 am to afternoon 2:00 pm
- Applicant should be flexible to work outside official hours, weekends and on public holidays on a need basis.

Remuneration

Monthly Salary: MVR 7,500

Selection Criteria

Criteria	Points
Qualification	30%
Additional Experience	2.5%
Additional Qualification	2.5%
Interview	65%

Contents of Job Application

The job application should comprise the following documents and late submission of any of the documents will not be accepted:

- Cover Letter requesting for the post,
- Copy of identification card,
- Copies of academic certificates,
- CV,
- Copies of reference letters by previous employers.

Further information

For more information please contact +(960) 3008408 or email to hr@stats.gov.mv

In the context, Maldives Bureau of Statistics invites interested candidates to send application, along with relevant documents to:

Dar Al-Eiman Building - 7, 8, 9th Floor, Majeedhee Magu, Male', Rep. of Maldives

Or email to hr@stats.gov.mv

Deadline

- 13th September 2022 (Thursday) before 12:00 Hrs