



**BAR COUNCIL  
OF THE MALDIVES**

IUL NO: 480/IUL/2022/64

**BAR COUNCIL OF THE MALDIVES**

***Request for Expression of Interest***

The Bar Council of the Maldives (BCM), seeks individuals for the following position, to implement and administer Bar Exam 2022 at the Bar Council of the Maldives:

1. Examinations In-Charge
2. Operations In-Charge

Expressions of interest must be submitted along with the CV, validated documents supporting the candidate's qualifications and experience, validated reference letters, and the copy of ID card/Passport before **COB 19 September 2022** to [humanresources@maldivesbarcouncil.org](mailto:humanresources@maldivesbarcouncil.org). Late submission will not be accepted.

**Terms of Reference and Duration of Service**

Interested parties may download the terms of reference (detailed TORs for this position is attached) which outline the service scope, the key qualifications, experience, and payment terms relevant to the positions.

Duration of Service: 3 months

For further information, please contact the BCM office at [humanresources@maldivesbarcouncil.org](mailto:humanresources@maldivesbarcouncil.org) or 3333990.

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## **POSITION DESCRIPTION**

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Title: Examinations In-Charge  
Workstation: Bar Council of the Maldives  
Contractual term: 3 months

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### **OVERALL RESPONSIBILITIES**

To be responsible for administering the Bar Exam organized by the Bar Council of the Maldives and results processing ensuring all Bar Exam standards are met.

### **SPECIFIC RESPONSIBILITIES**

1. Oversees the bar application process, including screening needed to ensure applicant eligibility and compliance with Bar Exam standards and rules and oversees bar exam grading and transmits grading data to the Assessment Board.
2. Lead all meetings and works with exam consultants to implement policies and procedures regarding the administration of the Bar Exam including examination paper preparation ensuring that the papers conform to the regulations, have been approved by the Consultant and that all amendments have been checked and recorded.
3. Provides advice and support to the Assessment Board in implementing board decisions, and to serves as a point of contact for bar exam administration and communicates with executive committee on exam administration status and provide advanced administrative support functions in support of bar exam administration.

### **Minimum Qualifications / Work Experience**

- A bachelor's degree in law OR a master's degree qualification in management, administration, or a related field, WITH work experience in exam administration, program implementation OR a related field.
- Previous experience in implementing exam administration will be an added advantage.

### **Desired Skills and Competencies**

- Demonstrated ability to make quick and sound decisions in pressured environment.
- Excellent analytical and quantitative skills with computer proficiency.
- Excellent and effective communication skills, including the ability to prepare and analyse reports; and deliver presentations, making and defending recommendations.
- Excellent organizational, time management, and strong interpersonal skills with strong leadership.
- Ability to multitask, to work flexibly, and meet tight deadlines.
- Excellent interpersonal and communication skills, both verbal and written.
- Working knowledge of Microsoft Office (Excel, Word) and ability to work with various data and case management systems.
- Ability to exercise sound judgment and maintain confidentiality in keeping with the bar exam standards and rules
- Experience in public speaking.

### **Salary and Benefits:**

- **Monthly salary:**
  - Basic Salary: MVR 10,500/-
  - Service Allowance: MVR 6000/- and
  - Phone Allowance: MVR 500/-
- Benefits: Successful candidate will receive Pension contribution

## **Application Documents:**

The following documents must be submitted to [secretariat@maldivesbarcouncil.org](mailto:secretariat@maldivesbarcouncil.org), by **COB 19 September 2022**.

1. Cover letter;
2. CV;
3. Copies of academic certificates;
4. Evidence of work experience; and
5. ID card/ passport copy.

## **POSITION DESCRIPTION**

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Title: Operations In-Charge  
Workstation: Bar Council of the Maldives  
Contractual term: 3 months

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## **OVERALL RESPONSIBILITIES**

Responsible for the successful execution of the bar exam operation.

## **SPECIFIC RESPONSIBILITIES**

1. Responsible for day-to-day operations of the Bar Exam operation functions including the recruitment, training, management and deployment of operation and invigilation team across various exam centres;
2. To undertake all other examination preparation arrangements including the distribution of examination timetables to examinees and the setting up of examination venues including the registration, payment process, procurement of operational stationaries and materials etc.;
3. Ensure all examination papers and stationery are delivered safely to the exam centres, being responsible for their strict security, while ensuring the correct and secure collection and administration of examination scripts, digital exam data, maintaining confidentiality throughout the process.

## **Minimum Qualifications / Work Experience**

- A bachelor's degree in law OR a master's degree qualification in management, administration, or a related field, WITH work experience in exam operation, program implementation OR a related field.
- Previous experience in implementing exam administration and operation will be an added advantage.

## **Desired Skills and Competencies**

- Excellent analytical and quantitative skills with computer proficiency.
- Excellent and effective communication skills, including the ability to prepare and analyse reports; and deliver presentations, making and defending recommendations.
- Excellent organizational, time management, and strong interpersonal skills with strong leadership.
- A high level of self-motivation, organization, flexibility, and solid judgment and interpersonal skills.
- Ability to multitask, to work flexibly, and meet tight deadlines.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Demonstrated ability to undertake administrative and logistical tasks, follow procedures, and adhere to regulatory requirements.

**Salary and Benefits:**

- Monthly salary:
  - Basic Salary: MVR 10,500/-
  - Service Allowance: MVR 6000/- and
  - Phone Allowance: MVR 500/-
- Benefits: Successful candidate will receive Pension contribution

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