



**Ministry of Tourism and Environment**  
Republic of Maldives

Date: 19 March 2025

Announcement Reference No: (IUL)88-ADHR/88/2025/78

**Terms of Reference**

**Project:** Conservation of AToll ecosystems through an Effectively managed NATional protected area Estate “CATENATE”

**Position:** Admin and Finance Officer

**Type of Contract:** Individual

**Thematic Area:** Environment Conservation

**1. Project Background**

The Government of the Republic of Maldives through the Ministry of Tourism and Environment, as the lead Executing agency, is implementing ‘Conservation of Atoll Ecosystems through an effectively managed NATional protected area Estate (CATENATE)’ project financed by Global Environmnet Facility (GEF) and International Union for the Conservation of Nature (IUCN) as the GEF Implementing Agency. The main objective of the project is ‘to safeguard nationally and globally significant coral reef biodiversity, and associated ecosystems through a resilient network of equitably and effectively managed protected and conserved areas in the Maldives’. The project focuses on the 15 protected areas (PAs) of Boduthiladhunmathi Atoll, with the focal project at Shaviyani Farukolhu Protected Area.

Ministry of Tourism and Environment will establish Project Steering Committee (PSC) which is responsible for decision making on the policy, regular monitoring of the project progress, coordinating conflicts of interests among concerned agencies and providing advice on problems that arise during the project implementation, and the Project Management Unit (PMU) which is responsible for the day-to-day activity management of the project and support administration of the Secretariat of PSC acted by the Ministry.

The project focuses on three outcomes:

**Outcome 1** is aimed at improving PA network governance mechanism.

**Outcome 2** is aimed at improving a PA system’s financial management.

**Outcome 3** focuses on knowledge management and communications, essential for effective management of PAs.

## 2. Responsibilities and detailed tasks:

The Admin and Finance officer, as a member of PMU, is responsible to providing support to the Project Manager, the leader of PMU, to help ensure that the project is completed within timeline and budgetary restrictions..

The Admin and Finance Officers main responsibilities include:

- Assist the Project Manager in developing, issuing and administering contracts for project subcontracts and consultants
- Assist the Project Manager in developing and administering project-supported grant schemes
- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist project M&E by the preparation of progress plans and reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PSC, IUCN, project consultants and other PMU staff;
- Provide PMU-related administrative and logistical assistance.
- Support IT needs of the PMU.
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and government financial rules and procedures;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by consultants and contractors for implementation of project activities;
- Liaise and follow up with the consultants and contractors for implementation of project activities in matters related to project funds and financial progress reports.

## 3. Qualifications required:

The Admin and Finance Officer is expected to meet the following minimum qualification and should provide CVs and supporting documents for the following requirements:

*Minimum qualification:*

- A Bachelor's degree with at least 5 years of experience in a subject related to business management including accounting or financial management.

*Other evaluated Qualifications/Skills:*

- Sound understanding of Protected Areas regulation and other relevant Laws and Regulations.
- Ability to administer budgets, and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies
- Experience managing stakeholders at local and national level including, working with local institutions

- Sound understanding of government procurement practices
- Previous experience with international projects
- Strong communication skills, especially in timely and accurate responses to emails, drafting, presentation and reporting skills
- Very good inter-personal skills, including facilitation of meetings, and experience with networking
- Proficiency in the use of computer software applications, all applications of the MS Office package
- Excellent language skills in Dhivehi and English (writing, speaking and reading)

#### 4. Collaboration, Guidance and Supervision

- The Admin and Finance Officer will be contracted by the Ministry of Tourism and Environment, and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the Admin and Finance Officer will work under the guidance and supervision of the Project Manager. Admin and Finance Officer will be based at the Project Management Unit at the Ministry.

#### 5. Duration of the Assignment

- The Admin and Finance Officer will be hired for a period of 12 months with the possibility of extension based on performance appraisal.

#### 6. Remuneration

- Remuneration will be at the rate of MVR 18,000.00 per month

#### 7. Selection Criteria

The Admin and Finance Officer will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section 3 will be selected for the interview.

| Criteria   | Weightage (%) | Documents Evaluated                     |
|--|---------------|---|
| Achieved minimum academic qualification  | 30            | <i>Copies of Accredited Certificate</i> |
| Achieved minimum work experience   | 20            | <i>Letters of experience</i>            |
| Demonstrable project/programme management experience in at least one project/programme   | 10            | <i>Letters of experience</i>            |
| Experience in working with ministries or national institutions that are concerned in a related field of environment or management (2 points for each year) | 10            | <i>Letters of experience</i>            |
| Interview  | 30            | <i>In-person Interview</i>              |

## 8. Application

The applicants shall submit their applications along with the following documents:

- Letter of Expression Of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of Accredited certificates
- Letters of work experience
- Copy of National ID card
- Any other document that may support the application

## 9. Submission

Interested candidates may email their proposals on or before **1200hrs** of **13 April 2025** to the following address.

Human Resource Department  
jobs@environment.gov.mv  
Ministry of Tourism and Environment  
Male', 20392, Republic of Maldives