



Ministry of Tourism and Environment

Republic of Maldives

TERMS OF REFERENCE: ASSISTANT PROJECT COORDINATOR (APC)

Project: Development of Water, Sewerage and Waste Special Projects, Maldives

Position: Assistant Project Coordinator (APC)

1. POSITION SUMMARY

- **Position Title:** Assistant Project Coordinator (APC)
- **Number of Vacancies:** 02
- **Type of Contract:** 1 year
- **Thematic Area:** Water, Sewerage, and Waste Management
- **Location:** Based at the Ministry of Tourism and Environment in Male', with routine travel to islands/project sites
- **Monthly Remuneration:** All-inclusive fee of MVR 19,500 to MVR 22,400, depending on qualifications and experience

2. PURPOSE & BACKGROUND

The Government of the Republic of Maldives, through the Ministry of Tourism and Environment (MOTE), is implementing the “Development of Water, Sewerage and Waste Special Projects”. This initiative aims to provide safe water, adequate sewerage facilities, and safe disposal of waste, which are basic rights stipulated in the Constitution of the Republic of Maldives (2019). These obligations are further mandated by the Water and Sewerage Act (8/2020) and the Waste Management Act (24/2022).

3. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to assist in the operational management of the project to ensure all implementation arrangements are carried out smoothly and on time, in accordance with project documents and in collaboration with the project team and stakeholder agencies.

4. SCOPE OF WORKS

The Assistant Project Coordinator will be responsible for the following tasks:

- Provide effective technical, administrative, and coordination support to the Project Team.

- Provide overall coordination and supervision to Contractors and Consultants to ensure timely delivery of project outputs.
- Coordinate PMU staff activities to ensure timely service delivery to the projects.
- Engage in procurement activities, including the preparation of tender documents, request for proposals, contract agreements, and variations documentation.
- Visit project sites periodically to monitor progress and compliance with project documents, addressing concerns in consultation with management.
- Prepare and revise project component activities, financial plans, annual work plans, and various progress reports (quarterly, bi-annual, etc.).
- Conduct regular project coordination/progress meetings and prepare minutes.

5. QUALIFICATIONS AND EXPERIENCE

- **Education:** Bachelor's degree or professional certificate in Project Management, Engineering, Business management, Environmental Science/Management, Water Resources, Sustainable Development, or Waste Management.
- **Experience:** Minimum of three (3) years of work experience in administration or coordination.
- **Sector Knowledge:** Experience in waste management or the water and sewerage field (added advantage).
- **Skills:** Excellent written and oral communication skills in Dhivehi and English, with high proficiency in MS Office Suite.
- **Attributes:** Ability to work independently and collaboratively under pressure with a high level of integrity and attention to detail.

6. REPORTING & WORKING CONDITIONS

- **Reporting:** Report directly to the Project Manager.
- **Hours:** Weekdays from 08:00 – 16:00 (average of 40 hours per week).
- **Attire:** Required to report to work in official attire.
- **Travel:** Routine travel to islands for extended periods is required.
- **Facilities:** Office space and computer facilities provided; local transport, food, and accommodation for official trips covered by the project.

7. APPLICATION REQUIREMENTS

Interested candidates are required to submit the following documentation:

- **Letter of Expression of Interest (EOI):** A formal letter stating interest in the position.
- **Professional Summary:** A brief summary demonstrating qualifications, similar assignments, and relevant skills.
- **National Identification Card:** A copy of the applicant's National ID.
- **Educational Certificates:** Attested copies of accredited educational certificates.
- **Work Experience Letters:** Formal letters from previous employers verifying experience.