



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE: ASSISTANT ENGINEER

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

Position: Assistant Engineer

1. POSITION SUMMARY

- **Position Title:** Assistant Engineer
- **Type of Contract:** 1 year
- **Thematic Area:** Water and Sewerage, and Waste Management
- **Location:** Based at the Ministry of Tourism and Environment in Male', with extensive travel to Islands/Project Sites
- **Monthly Remuneration:** All-inclusive fee of MVR 22,000 to MVR 25,300, 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 waste disposal, which are basic rights stipulated in the Constitution of the Republic of Maldives (2019). These mandates are supported 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 provide technical and engineering assistance for the development and implementation of waste management, water, and sewerage projects administered by the Ministry.

4. SCOPE OF WORKS

The Assistant Engineer will be responsible for the following tasks:

- Providing engineering support and advice to the Project Manager and Senior Engineer on all technical aspects.

- Carrying out inspection trips to project sites to monitor works and ensure compliance with Engineering Standards and environmental requirements.
- Reviewing and approving contractor/consultant submittals, including shop drawings, material samples, method statements, and interim payments.
- Assisting in the design of water and sewerage networks and waste management facilities.
- Preparing and revising project plans, including annual work plans and quarterly progress reports.
- Engaging in procurement activities such as preparing tender documents, contract agreements, and negotiations.
- Setting up and maintaining Monitoring & Evaluation (M&E) systems and Key Performance Indicators (KPIs).

5. QUALIFICATIONS AND EXPERIENCE

- **Education:** Bachelor's degree or professional certificate in civil or environmental engineering.
- **Experience:** Minimum of 3 (three) years of professional work experience in project implementation.
- **Technical Skills:** Sound knowledge of computer-aided design (CAD) software/applications.
- **Soft Skills:** Strong leadership, management, and communication skills to resolve difficult issues.
- **Preferred:** Candidates with water supply and sanitation elective subjects or field experience in the Maldives will be given an added advantage.

6. REPORTING & WORKING CONDITIONS

- **Reporting:** Reports directly to the Project Manager and Senior Engineer.
- **Hours:** Weekdays from 08:00 – 16:00 (average of 40 hours per week).
- **Travel:** Routine travel to islands for extended periods without direct supervision is required.
- **Facilities:** Office space and computer facilities will be provided. Transport, food, and accommodation for official travel will be covered by the project.

7. APPLICATION REQUIREMENTS

Interested candidates must submit the following documentation:

- **Letter of Expression of Interest (EOI):** A formal letter of application for the position.
- **Professional Summary:** A brief summary demonstrating qualifications, similar assignments, experience in similar conditions, 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.