



Ministry of Tourism and Environment

Republic of Maldives

TERMS OF REFERENCE: PROJECT MANAGER (PM)

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

Position: Project Manager (PM)

1. POSITION SUMMARY

- **Position Title:** Project Manager (PM)
- **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 27,800 to MVR 32,000, 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 the operational management and implementation of activities in accordance with project documents. This includes collaborating with the project team and stakeholder agencies to ensure efficient, effective, and timely project delivery.

4. SCOPE OF WORKS

The Project Manager will be responsible for the following tasks:

- Assume overall operational management of the projects in accordance with government plans, policies, and regulations.

- Distribute responsibilities among team members, conduct staff appraisals, and provide performance feedback.
- Establish and implement monitoring mechanisms to achieve results in line with project objectives.
- Ensure procurement of goods, works, and services follows relevant government guidelines and laws.
- Review, evaluate, and finalize project reports and documents in a timely manner.
- Participate in periodic project site visits and report on-site activities.
- Coordinate the handover of island waste management centers to local councils upon construction completion.
- Identify and resolve implementation problems with guidance from the Project Team.

5. QUALIFICATIONS AND EXPERIENCE

- **Education:** Master's degree in Project Management, Engineering, Environmental Science/Management, Water Resources, Business Management, Financial Management, Sustainable Development, or Waste Management.
- **Experience:** 5 to 7 years of professional work experience with substantial management or supervisory responsibilities.
- **Technical Knowledge:** Understanding of technical, commercial, and legal aspects of government-financed projects (added advantage).
- **Sector Expertise:** Experience in delivering water, sanitation, or waste management sector projects (added advantage).
- **Soft Skills:** Strong leadership, management, and communication skills to resolve complex issues within a multidisciplinary team.

6. REPORTING & WORKING CONDITIONS

- **Reporting:** Reports directly to the Director General of Waste Management and Pollution Control Department and the Director General of Water and Sanitation Department.
- **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 equipment 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, 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.