

**Ministry of Climate Change, Environment and Energy**  
Male', Republic of Maldives

Date: 04 May 2026

Announcement Reference No: (IUL)1139-HR/1139/2026/24

**Terms of Reference**  
**Individual Contract – Project Assistant**

- A. Project:** Institutional Strengthening for National Ozone Unit
- B. Position:** Project Assistant
- C. Location:** Based at the Ministry of Climate Change, Environment and Energy with travel to project islands across the country as required
- D. Thematic Area:** National Ozone Unit
- E. Type of Contract:** Individual Contract
- F. Type of Individual:** National
- G. Estimated Starting Date:** May 2026
- H. Duration of Contract:** 1 year with possible extension
- I. Remuneration:** MVR 20,160 per month

**Nationals that meet the minimum requirement set in this notice are strongly encouraged to apply.**

**J. Project background:**

Maldives is a Party to the Vienna Convention and the Montreal Protocol on Substances that Deplete the Ozone Layer, having acceded to both in May 1998. Since then, Maldives has phased out several ozone depleting substances (ODS), including Chlorofluorocarbons (CFCs), and has completed the phase-out of Hydrochlouoroflouorocarbons (HCFCs) by 2020.

Maldives has ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of HFCs by mid-2040.

The National Ozone Unit undertakes several donor-funded projects and activities to implement and meet the obligations of the Montreal Protocol within the country. This includes undertaking



several donor-funded projects with a range of outputs including training local technicians, retrofitting vessels and establishments, analyzing the current market through data collection and working on establishing stringent standards within the refrigeration and air-conditioning sector.

#### **K. Scope of Work and Responsibilities:**

The Project Assistant shall support the implementation of projects under the National Ozone Unit. The key responsibilities include, but are not limited to, the following:

- Prepare financial and budget reports for projects as required.
- Maintain an organized and accurate filing system for all financial records and supporting documents.
- Prepare and regularly update project budget tracking sheets.
- Monitor project expenditures on a monthly or quarterly basis, as appropriate.
- Provide timely financial information to support project management decision-making.
- Provide financial documentation and information during project audits.
- Liaise with implementing partners to ensure timely disbursement of funds and submission of financial reports in accordance with agreed procedures.
- Prepare project reports and ensure timely submission to relevant national and international agencies.
- Assist in the preparation of Terms of Reference (ToRs) for consultancies, technical specifications for goods and services, and relevant bidding and contract documentation.
- Provide administrative support for meetings, document reviews, evaluation committees, and other official sessions.
- Ensure that all project documentation (progress reports, consultancy reports, financial records, minutes of meetings, etc.) is properly maintained in electronic format and is easily accessible.
- Organize meetings, workshops, trainings, stakeholder consultations, study tours, and other project-related events.
- Liaise with consultants, contractors, and implementing partners on matters related to project implementation, financial progress, and reporting.



- Review incoming correspondence, compile relevant information, and draft responses for approval.
- Draft (for review and approval) amendments to project agreements, workplans, and other contractual documents.
- Support outsourced consultancy assignments and project activities undertaken by the National Ozone Unit.
- Support the procurement of goods and, in accordance with government procurement laws, regulations, and project guidelines.
- Gather and compile information for the preparation of reports, guidelines, presentations, speeches, and position papers using reliable sources and thematic research.
- Ensure that routine administrative tasks are completed efficiently and on time.
- Carry out any other work-related tasks of the National Ozone Unit.
- Provide general support to activities undertaken by the Unit and the Department, as required.

#### **L. Remuneration**

- 20,160 MVR per month

*Basic salary = 10,080 MVR (subject to 7% pension deduction)*

*Technical allowance = 10,080 MVR*

#### **M. Minimum Requirements:**

##### *Education:*

- Bachelor's degree or an equivalent in a subject related to management, administration, finance, procurement or accounting.

##### *Experience:*

- Minimum 3 years of work experience in management/administration/ finance/ procurement/ accounting

#### **N. Competencies:**

- Strong communication skills.
- Strong drafting and reporting skills.
- Strong computer skills, in particular mastery of all applications of the MS Office package.



- Able to manage finance and procurement
- Excellent command of Dhivehi and English.
- Must be willing to work for extended periods without direct supervision.
- Must be punctual, highly organized and able to take direction

### Added Advantages

- Work experience in managing donor-funded projects
- Sound understanding of government procurement practices and international agencies procurement guidelines.
- Familiarity with the Government's ozone protection policies and the Montreal Protocol  
Experience in coordinating events/meetings/workshops

### O. Selection Criteria

Only the candidates who meet the minimum qualification and work experience requirements listed in **M** will be shortlisted for the interview. Project Assistant, will be selected based on the following criteria

<b>Selection Criteria</b>	<b>Weightage (%)</b>	<b>Documents evaluated</b>
<b>Relevant academic qualification</b> (Bachelor's degree or an equivalent in a subject related to management, administration, finance, procurement or accounting)	25	Copies of Attested Academic Certificates submitted
<b>Relevant experience</b> (3 years of work experience in management/administration/finance/procurement/accounting)	25	Letters of experience submitted
Previous supervisor's performance feedback	30	Reference check to be conducted through direct communication with the previous supervisor(s) to assess



		work performance, conduct and reliability
Interview	20	Based on structured interview assessment evaluating competency, communication skills and overall suitability for the position

## P. Application Requirements

Applications will be evaluated based on the supporting documents provided, not based on information provided on the CV. The applicants shall submit their applications along with the following documents:

- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Accredited copies of Academic Certificates
- Employment Verification Letter from previous employer(s)
- Candidates currently working in the Civil Service should provide a letter of no objection from their current employer to release from the job.
- Candidates currently working in projects should provide a letter of no objection from their Project Director.
- Referees: Contact details of at least one (1) recent direct supervisor for the purpose of reference checks

## Q. Submission

Interested candidates may email their proposal on or before 12:00 of 11 May 2026 to the following address.

Human Resource Division

Email: [hr@environment.gov.mv](mailto:hr@environment.gov.mv)



Faashana Maalan, Dharubaaruge,  
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