



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

**TERMS OF REFERENCE: PROJECT COORDINATOR (PC)**

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

**Position:** Project Coordinator (PC)

---

## 1. POSITION SUMMARY

- **Position Title:** Project Coordinator (PC)
- **Number of Vacancies:** 02
- **Type of Contract:** 1 year
- **Thematic Area:** Water, Sewerage, and Solid Waste Management
- **Location:** Based at the Ministry of Climate Change, Environment and Energy 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 Climate Change, Environment and Energy (MoCCEE), 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 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 of 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 but not limited to, 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 issues and concerns in consultation with the management.
- Identification and resolution of implementation problems in consultation with the management.
- Prepare and update project component activities, financial plans, annual work plans, implementation plans, and various progress reports (weekly, monthly, quarterly, bi-annual, etc.) as required by the management.
- Conduct regular project coordination/progress meetings and prepare minutes.
- Maintaining systematic filing and record keeping for project documentations as required.

## 5. QUALIFICATIONS AND EXPERIENCE

- **Education:** Master's degree in Project Management, Engineering, Business management, Environmental Science/Management, Water Resources, Sustainable Development, Solid Waste Management, or related field.
- **Experience:** 5 (Five) to 7 (seven) years of professional work experience in administration or coordination.
- **Technical Knowledge:** Understanding of technical, commercial, and legal aspects of government-financed projects (added advantage).
- **Sector Knowledge:** Experience in solid 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 will be provided, in accordance with the Public Finance Regulation (2023/R-158)

---

## 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.
- **Curriculum Vitae:** Professional summary demonstrating qualifications, professional experience and 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.

- **Letter of no-objection:** Applicable those currently working in civil service or projects.