



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

Date: 24 September 2024

Announcement Reference No: (IUL)438-HRU/438/2024/422

**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 Employment:** Individual Contract
- F. Type of Contract:** National
- G. Estimated Starting Date:** October 2024
- H. Duration of Contract:** Two years starting October 2024 with possible extension
- I. Remuneration:** MRF 20,160

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

**J. Project background:**

Maldives is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer and has acceded to the Vienna Convention and Montreal Protocol in May 1998. To date, Maldives has phased out several ozone depleting substances (ODS), notably Chlorofluorocarbons



(CFCs). To comply with its obligations under the Montreal Protocol, Maldives has recently implemented the phase-out of Hydrochlouroflourocarbons (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:**

Under the guidance and supervision of the Project Coordinator, the Project Assistant will carry out the following tasks:

- Assist the Project Coordinator in day-to-day management and oversight of project activities
- Assist Project Coordinator in preparing and/or reviewing requests for Expression of Interests (EOI), Terms of References, Tender documents, and contract agreements for goods and services in accordance to the Workplan.
- Assist in the preparation of all project reports to ensure submission to relevant agencies on a timely manner;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
- Provide PMU-related administrative and logistical assistance
- Gather and compile data and information for the preparation of documents, guidelines, speeches and position papers using website or content searches by selected themes
- Draft for approval, amendments to project agreements, workplans and contractual aspects of projects with implementing partners;



- Assist in outsourced consultancy and project works carried out under the instructions of the NOU
- Monitor and keep track of all budgets associate with the NOU and maintain all financial documentation
- Organise necessary meetings, trips, workshops, conferences, and information sessions with stakeholders
- Review incoming correspondence, collect and prepare necessary information for reply/action and draft and finalize responses
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required
- Perform all procurements for the project under the supervision of Project Coordinator in accordance with government laws and regulations on procurement;
- Provide necessary financial information as and when required for project management decisions
- Provide necessary financial information during project audit(s)
- Review annual budgets and project expenditure reports, and notify the Project Coordinator if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by consultants and contractors for implementation of project activities;
- Liaise and follow up with the consultants and contractors for implementation of project activities in matters related to project funds and financial progress reports
- Ensure all administrative tasks are completed on a regular basis.
- Carry out any other work-related tasks assigned by the Project Coordinator.
- Carry out any other duties and provide support for activities carried out by the unit and department

## **L. Remuneration**

- 20,160 MVR per month



## **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>
Relevant academic qualification	30	Copies of Academic Certificates submitted
Relevant experience	20	Letters of experience submitted
Experience in managing finances and procurement (2.5 for each year)	10	Letters of experience submitted
Experience in working with ministries or national institutions that are concerned in a related field (2.5 points for each year)	10	Letters of experience submitted
Interview	30	

## **P. Application**

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 (Documents accepted are copy of accredited certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.)
- 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.



## 10. Submission

Interested candidates may email their proposal on or before 1200 PM of 02 October 2024 to the following address.

Human Resource Department

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

Ministry of Climate Change, Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives