



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

Terms of Reference
Project Director (Local)
Sustainable and Integrated Labor Services Project (SAILS)
P177240

1. Background

Funded by the World Bank, the Government of Maldives is implementing the Sustainable and Integrated Labor Services Project to improve social protection coverage and employability of workers. This Project is jointly implemented by the Ministry of Economic Development (MoED) and Maldives Pension Administration Office (MPAO).

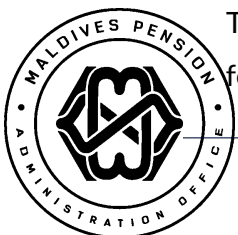
The Project Development Objective of SAILS Project aims to enhance the resilience and employability of Maldivian workers by establishing a sustainably financed unemployment insurance scheme and integrated labor market services. The Project comprises 3 components; (1) Integrated Labor Market Services that would establish an Employment Services Scheme and Job Centers nationwide, (2) Strengthening Social Insurance that would establish an Unemployment Insurance Solidarity Fund, (3) Project Management that would establish a Project Management Unit and day-to-day project coordination and (4) Contingency Emergency Response Component that would provide immediate response to crisis and emergency as and when required.

2. Objectives

Maldives Pension Administration Office (MPAO) is seeking to contract a full time Project Director for the overall management and coordination of the Project Management Unit in implementation of the Component 2 of the SAILS Project. The Project Director is expected to manage the Project in accordance with the agreed terms and conditions between the World Bank, the Government of Maldives and Maldives Pension Administration Office.

3. Overall Responsibilities

The overall responsibilities of the Project Director includes (but not limited to) the following:



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- 3.1. Managing and coordinating Project activities that includes initial preparations, implementation, completion, reporting and Project closure;
- 3.2. Ensuring coordination and collaboration with the Ministry of Economic Development and other stakeholders;
- 3.3. Managing the Project Management Unit, PMU staff and overseeing the daily works of the Unit;
- 3.4. Ensuring that the Project timelines are adhered to and required reporting mechanisms are followed.

4. Scope of Services

- 4.1. Managing the project in accordance with the Agreement between the World Bank, Government of Maldives and Maldives Pension Administration Office, government procedures, circulars and guidelines as appropriate;
- 4.2. Managing staff and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, and leading staff of the PMU;
- 4.3. Identify implementation arrangements and required resources to implement the Project;
- 4.4. Ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the World Bank as well as the procurement of goods, works and services in accordance with World Bank guidelines;
- 4.5. Oversee and ensure appropriate supervision of the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders;
- 4.6. Be accountable and manage the resources (including human resources), assets and finance;
- 4.7. Ensure the performance expected from subordinate project staff are in line with the assigned duties and responsibilities and factored in to achieve objectives and results indicators of the project;
- 4.8. Coordinate with Ministry of Economic Development and other stakeholders;
- 4.9. Ensure that policies and procedures are followed, and the system is effective;
- 4.10. Ensure documents are recorded, maintained and stored properly and at the end of the Project, transferred to an Office or officer as directed by the Government of Maldives and the World Bank;
- 4.11. Any other duties relevant to the Project, communicated by the Maldives Pension Administration Office.



5. Reporting Obligations

The Project Director shall report to the Chief Executive Officer of Maldives Pension Administration Office/ designate, on the status of the assignment on a regular basis.

6. Required Expertise and Qualifications

The Project Director shall have:

- 6.1. A Masters Degree in Project Management, Accounting, Finance, Economics, Business Management or suitable equivalency from a recognized University with at least 7 (seven) years of relevant professional experience.
- 6.2. Experience in Supervision, Monitoring and Evaluation of projects, activities, consultants, non consulting services, and goods will be an added advantage.
- 6.3. Strong analytical skills with experience/ knowledge of social security system of Maldives would be an added advantage.
- 6.4. Knowledge and understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank.
- 6.5. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- 6.6. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and can work efficiently and effectively with a multi-disciplinary team.
- 6.7. Good written and oral Dhivehi and English communication skills.

7. Contract Duration

The initial contract duration shall be 1 (one) year from the date of signature, and this period shall include a probationary period of 3 (three) months. The contract shall be extended until 30 June 2027 upon successful completion of the initial contract, and performance during the initial contract period.

8. Remuneration

The Project Director will be paid a lump sum amount in the range of MVR 33,600 - MVR 38,600 per month based on qualification and experience.

9. Required Documents

Interested candidates must submit the following documents/ information to demonstrate their qualifications, experience and responsiveness to this ToR:

- 9.1. Expression of Interest Letter



- 9.2. Curriculum Vitae indicating experiences in similar positions
- 9.3. At least 2 (two) professional reference
- 9.4. Copy of National Identity Card

10. Application Submission

- 10.1. EOI Submission Deadline: 29 November 2022
- 10.2. Application should be submitted through jobs.pension.gov.mv
- 10.3. Incomplete applications will not be considered.

