

Enhancing Weather and Climate Monitoring and Data Management Capacity of Maldives Meteorological Service (MMS) for Reducing Vulnerabilities of Climate Change in the Maldives

Terms of Reference Recruitment of Project Coordinator (full time)

Introduction

Ministry of Environment and Energy (MEE) has received assistance from Italian Ministry of Environment, Land and Sea towards strengthening Maldives' efforts to address the impacts of climate change and reduce climate vulnerabilities and associated impacts and risks.

MEE intends to apply part of the proceeds to strengthen the capacity of MMS by implementing the project Enhancing weather and climate monitoring and data management capacity of MMS for reducing vulnerabilities of climate change in the Maldives.

The project aims to strengthen the climate information and early warning systems in the Maldives through building the capacity of MMS.

The project is now seeking a full time national Project Coordinator (PC) who will assist the Director General Meteorology and project team in daily operational management of the Project and its activities.

Objective of the assignment

The objective of this assignment is operational management of the project in accordance with the project plans and documents and in collaboration with the project team and stakeholders to ensure all implementation arrangements of project components are carried out smoothly and on time.

Specific responsibilities

The PC has the responsibility to ensure the effective and efficient day to day implementation of the project activities under the overall guidance and supervision of the Director General Meteorology. The PC will ensure the functioning of the project from beginning to the end including project inception activities, meetings, annual and quarterly planning and reporting, and implementation of project activities, project reviews and project closure.

The overall responsibilities of the PC include, but are not limited to the following:

- Operational management of the project components in accordance with the Project Plan and Operations Manuals of the Project to produce the envisaged outputs;
- In collaboration with the Director General Meteorology and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly;
- Carryout the necessary logistic operations smoothly to ensure project completes on time.
- Identification and resolution of implementation problems, with the guidance of the Director General Meteorology and Project Team
- Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
- Coordinate the activities under the guidance of Director General Meteorology and Project team to ensure the timely delivery of services to the project.
- Ensure that project activities and tasks are carried out as per the agreements, ToRs and Action plans in a timely manner.

- If necessary, visit project sites and report back on the status of site activities to the Director General Meteorology.
- Ensure information, reports and other documentation requested by the Director General Meteorology for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
- Ensure all relevant information, documents, financial and technical reports are made available regularly for review during review missions, by independent reviewers and/or review by other relevant Authorities of the Government.
- Prepare and revise project component activities and financial plans and ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MMS or funding agency for review and/or for presentation are provided in a timely manner.
- Regularly report to and keep the Director General Meteorology and Project Team up-to-date on project progress and implementation issues.
- During the contract period the Project Coordinator is to dedicate full commitment to this project and is not expected to carry out other work obligation.

Reporting requirements

- Report directly to the Project Director.
- The Project Coordinator (PC) should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the MMS for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
- The Project Coordinator should be willing to work in weekends if necessary.
- The Project Coordinator (PC) shall provide all the necessary reports and updates to the Project Director and respective agencies as per the guidance of the Project Director.
- The Project Coordinator (PC) is required to report to work in official attire.

Qualification and Experience

- Must have undergraduate degree (University degree in project management is desirable) (Attested and accredited)
- Must have professional work experience of at least Two (02) years in Project Management or related field (familiarity with donor funded development projects is an asset);
- Strong analytical skills, oral and written communication and team building skills;
- Substantial experience in leading teams of national and international experts is desirable;
- Excellent working level of Dhivehi and English language in both writing and speaking
- Good understanding of government's financial regulations is an asset.
- The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands related to project.
- A high level of computer literacy is required. Familiarity with MS Office package is essential.

Duration

The successful individual will be hired for a period of about 24 months from the date of commencement.

Remuneration

Successful individual will be paid an all-inclusive monthly fee of MVR 22,000 (Twenty Two Thousand Maldivian Ruffiya)

Duty station

Maldives Meteorological Services (MMS), Hulhule.

The successful individual is expected to be available within 2 weeks from date of job offer.

Facilities and services to be provided by MMS

- A. Office space and other facilities such as computers will be provided to the PC as required.
- B. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the project.
- C. Leave Entitlement
 - I. Unplanned Leave: The Successful Candidate may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the MMS for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.
 - II. Planned Leave: The Successful Candidate may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the MMS.
 - III. Unpaid Leave: The Successful Candidate will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days' unpaid leave in a twelve-month contract period, if such a leave is agreed by the MMS in writing. If the unpaid leave exceeds more than twenty (20) working days, the contract may be terminated by the MMS.

Selection criteria

The PC will be selected based on the following criteria.

- I. Relevant academic qualification(s) (25%)
- II. Experience in similar works (25%)
- III. Interview (40%)
- IV. Presentation to assess project management skills (10%)

*Material required for presentation will be provided to shortlisted candidates.

Application

Interested applicants may submit their proposal in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- Curriculum Vitae with a brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- References from previously completed project(s) or jobs experience.
- Attested copies of academic qualifications
- Copy of national identity card

Submission

Interested candidates may submit their proposals in hardcopies on or before 1200hrs of 26 February 2017 as per the following

“Application for Project Coordinator: Enhancing weather and climate monitoring and data management capacity of MMS (Maldives Meteorological Service) for reducing vulnerabilities of climate change in the Maldives”

Maldives Meteorological Service (MMS)

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