

(IUL)203-HRFS/203/2025/11

مَجْمُوعَةُ

١١ كَرُوْهُنَّ فَاِذَا رَءَوْهُنَّ مِنْ بُعْدٍ فَاعْلَمْنَ اِنَّهُنَّ اُولَئِكَ ۝ ١٢ وَتِلْكَ اٰيَاتُ الْقُرْاٰنِ الَّتِي نَزَّلْنَاهَا بِحَقِّكَ عَلٰىكَ وَتِلْكَ اٰيَاتُ الْحِكْمِ الَّتِي نَزَّلْنَاهَا بِحَقِّكَ عَلٰىكَ ۝ ١٣

- جَمْعُ مَجْمُوعٍ وَجَمْعُ مُتَعَدٍّ (مُتَعَدِّاتٌ وَمُتَعَدِّاتٌ) (1)

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Ի վերջոյ փորձեցէ՛ք ձեր խնայողականութիւնը արդարեւ շնորհաբար՝
 խնայողականութեամբ: [http://www.epa.gov/mv/](http://www.epa.gov/mv) Ինչպէս խնայողականութեամբ
 ձեր օրական ծախսերը կրնաք նվազեցնել: hr@epa.gov Ինչպէս խնայողականութեամբ
 ձեր օրական ծախսերը կրնաք նվազեցնել:

[illegible]

رَدِّ دَسَرِ مَسْمُومِ اِسْرَافِ

[illegible]

تَرْجَمَةُ تَرْسَر دَوَسَر، دُو، 20344، تَرْفُورِ مَرْج.

حشرہ: 3335949، 3038800

www.epa.gov.mv (<http://www.epa.gov.mv/>) :މުވައް

سورة: ددودو نو فبرر درترو اورو ناسورسو هه ورتا تددی فوبرر ور بر ورتدر اسوو رکر سرجو فرختج نا نسور رخ سر سور
معدی سو رو. ارتر د ارتر تر سترو کوی عوری ارو سو هه ورتا تددی ور بر ورتدر اسوو رکر سرجو فرختج نا نسور رخ سر سور
معدی سو رو.



2025 17 رجب المرجب



Reference No: (OTHR)203-HRFS/2023/2025/4

6th July 2025

TERM OF REFERENCE
RASFARI RESTORATION PROJECT ASSISTANT

A. PURPOSE

The Project Assistant will be locally recruited by the Environmental Protection Agency (EPA) to play a pivotal role in the Coral Restoration Project. This position entails efficient and effective management of project documentation and communications, encompassing a range of responsibilities. The Project Assistant will assist in mobilizing all project inputs, overseeing financial management, and organizing fund board meetings. They will be tasked with preparing financial statements, executing procurement activities, and providing timely updates about the project to the public through various social media platforms. The Project Assistant will report to the designated EPA staff under the supervision of the Director General of the EPA. They will work closely with both project personnel and EPA staff to ensure the successful delivery of the Rasfari Restoration Project objectives. This includes providing financial oversight, ensuring efficient procurement processes, and facilitating logistics services. Furthermore, the Project Assistant will liaise with government entities, project partners, and other stakeholders, promoting collaboration and communication as necessary. The ideal candidate will have a strong administrative background, be highly motivated and enthusiastic, and demonstrate the ability to work effectively within a team to support project activities. A commitment to the project's goals and a proactive approach to problem-solving will be vital for success in this role.





B. BACKGROUND

Rasfari reef is a large shallow reef on the western edge of North Male Atoll described as a shallow reef platform with rock cut into spur and groove formation. The grounding incident of the bulk carrier M/V Navios Amaryllis on Rasfari reef on 19th August 2021 led to substantial damage to the reef structure covering an area of 8867 square meters. Compensation received to the government for the first time will be utilized to conduct restoration work at Rasfari.

C. OVERALL RESPONSIBILITIES

1. Organize and maintain all project documentation, including reports, meeting minutes and correspondence, ensuring easy access and compliance with organizational standards.
2. Assist in preparing financial statements, budgeting activities and managing project funds in accordance with established financial policies and procedures.
3. Assist and prepare project presentations, reports, and other project-related materials.
4. Assist in the procurement work related to the project work.
5. Facilitate procurement processes for project materials and services, ensuring compliance with Government procurement regulation and guidelines.
6. Coordinate logistical arrangements for project activities and events.
7. Prepare weekly or monthly updates on project progress for internal and external stakeholders. Manage communication strategies including maintaining the projects social media presence to engage the public.
8. Organize and coordinate fund board meetings and project related workshops, including scheduling, agenda preparation and documentation of outcomes.
9. Liaise between project teams, government agencies, project partners fostering collaboration and communication to ensure alignment with project goals.
10. Work closely with project team members and EPA staff to support overall project management and operational effectiveness, contributing to a cohesive team environment.
11. Provide support to EPA and Field Officer in various project-related tasks as required.





D. QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree (MQA level 7) in Project Management or Business Administration or Human Resource Management.
2. Demonstrated experience in financial management, procurement and documentation processes.
3. A minimum of 3-5 years of relevant administrative experience, preferably in project management or environmental programs.
4. Proficiency in Microsoft Office (Word, Excel, PowerPoint)
5. Understanding coral restoration practices and environmental conservation principles will be an added advantage.
6. Excellent written and verbal communications skills in Dhivehi and English
7. Strong ability to work collaboratively with diverse teams and stakeholders, demonstrating effective negotiation and conflict-resolution skills.
8. Experience in working with ministries or national institutions that are concerned in a related field will be an added advantage.
9. Strong organizational skills with the ability to prioritize tasks and manage time effectively.
10. Having a Professional Scuba Diving or Free Diving will be an added advantage

E. COMPETENCIES OF PROJECT ASSISTANT

1. Ability to manage multiple tasks and priorities efficiently ensuring timely completion of project documentation and administrative duties.
2. Support and oversee the drafting of all official letters, messages and documents related to the project to the relevant organizations, Government agencies, partners and stakeholders through email and other communication platforms. Ensure timely follow-up and maintain accurate records of all correspondence.
3. Organize and maintain and archive all project-related documents, including reports, meeting minutes, correspondence and contractual agreements.
4. Proficiency in financial management practices, including budget preparation, financial reporting and procurement process.
5. Assist in the preparation and management of project documentation, including reports,





- meeting minutes and correspondence.
6. Excellent verbal and written communication abilities, with the capacity to convey complex information clearly to diverse audiences, including stakeholders and the public
 7. Strong ability to build and maintain effective working relationships with team members, EPA staff, Government officials and project partners.
 8. Ability to identify challenges and develop practical solutions in dynamic project management.
 9. Keen eye for detail in preparing documentation, financial statements and procurement activities to ensure compliance and accuracy.
 10. Flexibility to adapt to changing project needs and priorities, demonstrating resilience in a fast-paced environment.
 11. Understanding coral restoration and environmental protection principles enhances the ability to contribute effectively to project objectives.
 12. A willingness to work long hours when necessary to meet project deadlines, objectives and commitments, demonstrating dedication to the project's success.

F. COLLABORATION, GUIDELINE AND SUPERVISION

The Project Assistant will be contracted by the EPA and is fully accountable to EPA on the quality and timely delivery of his/her work under the contract. The Project Assistant will be provided with office space and office facilities in EPA. The Project Assistant will directly report to the supervisor assigned by the EPA.

G. SCHEDULE FOR THE ASSIGNMENT

Successful candidates will be contracted for a period of 18 months with the potential for renewal of the contract based on performance and organizational need, the duration of which will be negotiated with the individual. The expected commencement of services is in July 2025. The first three months of the appointment of successful candidates will be a probationary period during which the suitability and capacity for the position to which you have been appointed will be assessed.



H. SELECTION CRITERIA

The Project Assistant will be selected based on the following criteria

RATING CRITERIA	
CRITERION	RATE
Achieved minimum qualification or certificate	30 points
Work experience (At least 3 years of work experience)	10 points
Understanding of coral restoration and environmental conservation principles.	10 points
Experience in working with ministries or national institutions that are concerned in a related field of Business Administration or Management (2 points for each year)	10 points
Proof of proficiency in skills such as English and Dhivehi language, computer applications and donor fund management (2 points for each)	10 points
Interview	30 points

I. REMUNERATIONS

1. Successful candidate will be paid a fixed monthly salary MVR 17,000.00 (Seventeen Thousand Rufiyaa).
2. Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
3. Ramadan allowance will be compensated at the Government prevailing rates.
4. In addition, an allowance of MVR 1,500.00 (Thousand Five Hundred) will be given as per the procedure for each field trip participated.

J. APPLICATION

Interested applicants may submit their proposal in a sealed envelope or can email it to the EPA secretariat indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)

Humaira Anjum



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Environmental Protection Agency



4. CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Work experience letters

K. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Environmental Protection Agency,

Dharubaaruge, Faashanaa Maalam, Male', Republic of Maldives, 20344

Email: hr@epa.gov.mv

