



Terms of Reference

Position Title:	Program Coordinator
Missco Code:	1219
Skill Level:	4
Public Service Rank:	9
Type of Appointment:	Full-Time Contract

Scope of work

Program Coordinator shall provide financial management, coordination, monitoring, budgeting, reporting, compliance, and implementation support to ensure the effective and timely execution of projects. The incumbent shall work under the direction of the Head of Department to monitor projects progress, coordinate project activities, and procurement processes, manage reporting requirements, and ensure compliance with applicable laws, regulations, and project requirements.

Key Duties and Responsibilities

- 1. Projects Monitoring and Coordination:** Regularly monitor the progress of projects and ensure activities are implemented according to approved plans, timelines, budgets, and objectives.
- 2. Financial Management of Projects:** Manage and oversee the financial aspects of projects to ensure efficient, transparent, and accountable utilization of financial resources.
- 3. Performance Monitoring and Reporting:** Monitor the achievement of project objectives, outputs, deliverables, and milestones, evaluate expenditure trends, budget utilization, and financial progress and prepare and submit progress reports and related documentation as required.
- 4. Financial Review of Project Proposals:** Review and evaluate project proposals, budgets, financial forecasts, and funding requirements to ensure financial viability, sustainability, and alignment with organizational objectives.
- 5. Site Visits and Inspections:** Organize, coordinate, and participate in project site visits, inspections, and field activities as required.
- 6. Management of Contractors and Sub-Contractors:** Monitor the performance of contractors and sub-contractors and take necessary action to ensure project activities and deliverables are completed according to agreed schedules.
- 7. Projects Implementation Support:** Coordinate and facilitate the implementation of projects activities to ensure the timely achievement of project objectives and expected outcomes.
- 8. Policy and Briefing Support:** Assist the Head of Department in preparing policy papers, briefing notes, and other related documents concerning project deliverables for senior management and policymakers of the Ministry of Economic Development and Trade (MEDTT).
- 9. Implementation of Assigned Project Activities:** Undertake project activities assigned by the Head of Department and ensure the timely delivery of services and outputs.
- 10. Compliance and Regulatory Requirements:** Ensure all projects activities are carried out in accordance with applicable laws, regulations, policies, contractual obligations, and organizational requirements.

11. **Stakeholder Engagement and Coordination:** Liaise and coordinate with government agencies, consultants, contractors, service providers, and other stakeholders to support effective implementation of projects.
12. **Preparation of Reports and Plans:** Assist in the preparation of project related reports and documentation, including annual work plans, annual project review reports, project progress reports, quarterly reports, bi-annual reports, and any other reports required by MEDTT or relevant authorities
13. **Risk Identification and Mitigation:** Identify potential risks and implementation challenges and recommend or undertake appropriate mitigation measures to minimize their impact on projects delivery.
14. **Documentation and Record Management:** Maintain accurate and up-to-date records, correspondence, reports, contracts, and supporting documentation related to projects implementation.
15. **Meetings and Communication:** Coordinate projects meetings, prepare agendas and minutes, follow up on action items, and facilitate effective communication among stakeholders.
16. **Quality and Schedule Management:** Monitor projects activities and deliverables to ensure compliance with agreed timelines, quality standards, and project requirements.
17. **Departmental Support:** Contribute to the work of the Project Department by undertaking additional responsibilities and assignments as directed by the Head of Department or an authorized representative, consistent with the objectives of the Department.
18. **Other Duties:** Perform any other duties and responsibilities assigned by the Head of Department to support the successful implementation and completion of projects.

Qualifications and Experience:

Level 10 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with a minimum of 2 years of experience in related field.

OR

Level 9 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 4 years of experience in related field.

OR

Level 7 or 8 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 8 years of experience in related field.

Educational Field:

- Project Management, Construction project Management, International Project Management, Business Project Management, IT Project Management, Innovation Project Management, Project Development, Project Engineering, Project Planning and Management, Project and Operations Management, Energy Project Management, Renewable Project Management, Project Evaluation, Data Analytics and Project Management, Measurement and Evaluation, Procurement Management, Logistics Management, Operation Management, Operation Research, Construction, Construction Management, Building Construction, Building Science, Construction Science, Business Administration, Business Management, Management, Public Administration, Economics, Development Economics, Development Studies, Finance, Accounting, Environmental Management, Environmental Science, Marine Resources Management, Marine Conservation, Civil Engineering, Structural Engineering, International Development.

Experience Field:

- Technical tasks and research activities involved in project management work.
- Technical tasks and research activities involved within the scope of the sector to which the project relates.

Contract Terms:

- **Remuneration:**

Basic Salary: 16,080.00

Job Allowance: 7,505.00

Attendance Allowance: 205.00 per day

- **Contract Duration:** 2 years, renewable based on performance

- **Probation Period:** 3 months

- **Working Hour:** 9:00 – 17:00

Candidate Evaluation and Selection Process

Candidates will be assessed through a multi-stage process that evaluates academic background, professional experience, technical knowledge, and practical skills. The process will include a interview to measure communication and delivery capabilities. Program Coordinator will be selected based on the following criteria.

Rating Criteria	
Criterion	Points
Education and Experience	50 points
Performance Review (Based on referral information received), following areas will be looked into; • Task completion • Meeting Deadlines • Leadership	10 points
Interpersonal Skills and Presentation (will be assessed during interview)	40 points

Candidates interested in providing the services are required to submit their CV, ID copy, attested certificates, experience letters and other relevant information demonstrating their qualifications and experience in the area.

16 July 2026