



Terms of Reference for the Appointment of a Zone Superintendent under the SEZ Act

Position Title:	Zone Superintendent
Reporting to:	Board of Investments / Ministry of Economic Development and Trade
Type of Appointment:	Full-Time Contract
Duration:	2 years, renewable based on performance

Background

Under the Special Economic Zones Act (Law No. 24/2014), the Government of Maldives aims to develop and manage Special Economic Zones (SEZs) to promote investment, economic diversification, and inclusive growth. Each SEZ shall be operationally overseen by a Zone Superintendent as per Section 28 of the Act, appointed by the Board of Investments as per Section 33 of the Act, to ensure effective coordination, oversight, and compliance at the zone level.

Objectives

The Zone Superintendent will act as the principal liaison and coordinator between the Board of Investments (Board), Developers, Investors, and local councils. The role is central to facilitating the operationalization of SEZs, supporting investor activities, monitoring zone-level progress, and ensuring regulatory compliance.

Key Responsibilities

As outlined in Section 28(c) of the SEZ Act, the Zone Superintendent shall undertake the following:

Facilitation & Coordination	<ul style="list-style-type: none"> Facilitate the work of the Developer in establishing the Zone. Support Investors in setting up and operationalizing investment activities. Facilitate and coordinate between local councils, relevant government/regulatory agencies, Developer and Investors, to resolve administrative and regulatory matters.
Monitoring & Reporting	<ul style="list-style-type: none"> Monitor the progress of development and investment activities within the Zone. Submit timely reports to the Board of Investments on implementation status, issues, and recommendations. Report on the use of incentives by Developers and Investors.
Compliance & Oversight	<ul style="list-style-type: none"> Ensure that directives issued by the Board are properly implemented. Monitor adherence to applicable laws, environmental standards, and SEZ regulations.
Dispute Resolution	<ul style="list-style-type: none"> Mediate and resolve disputes between Developers and Investors and escalate unresolved matters to the Board.
Liaison & Communication	<ul style="list-style-type: none"> Serve as the official communication channel between the Board and stakeholders within the Zone. Maintain updated records of zone activities and stakeholder engagements.
Other Duties	<ul style="list-style-type: none"> Undertake any additional tasks as directed by the Board relating to SEZ administration and governance and by the ministry.

Qualifications and Experience

- A bachelor's degree in economics, Public Policy, Law, Engineering, Business Administration, Project Management or a related field is required. A master's degree is desirable.
- A minimum of 5 (five) years of relevant professional experience, with demonstrated competency in project management, public sector coordination, infrastructure development, or regulatory facilitation.
- Prior experience coordinating multi-stakeholder projects or government-led initiatives will be an advantage.

- Familiarity with investment facilitation, development policy, or infrastructure projects in a government or international development setting is preferred.

Key Competencies

Effective Coordination Skills	Ability to work across government agencies and local councils to facilitate regulatory processes, obtain clearances, and support project implementation in a multi-stakeholder environment.
Stakeholder Engagement	Strong communication and interpersonal skills to liaise effectively with developers, investors, and public sector institutions, and to foster collaborative working relationships.
Understanding of Regulatory Context	Familiarity with regulatory frameworks, particularly in investment, infrastructure, or public-private projects, and the capacity to interpret and implement policy directives on the ground would be an added advantage.
Project Management Capability	Solid foundation in project management—preferably with experience overseeing large-scale development, infrastructure, or public sector projects, including planning, execution, and stakeholder coordination.
Monitoring and Reporting	Ability to track project progress, identify implementation challenges, and provide clear, structured updates and recommendations to Board.
Problem-Solving and Mediation	Capacity to assess on-ground challenges, facilitate early resolution of issues, and escalate matters with clear context when necessary.
Adaptability and Initiative	Willingness to take initiative in a dynamic, first-of-its-kind environment, and the ability to adapt to evolving institutional frameworks and operational requirements.
Effective Communication Skills	Strong written and verbal communication skills, with the ability to present clear and structured updates to the Board of Investments, and serve as a reliable channel between the Board, Developers, Investors, local councils, and Government or regulatory agencies. Capable of adapting communication styles to suit technical, legal, and policy audiences while promoting transparency and alignment.

Reporting and Supervision

The Zone Superintendent will report directly to the Board of Investments and functionally liaise with the Ministry of Economic Development and Trade, while coordinating with Developers, Investors, and other zone stakeholders.

Contract Terms

- **Remuneration:** MVR 41,000 (all inclusive)
- **Contract Duration:** 2 years
- **Probation Period:** 3 months

Working Hours – 8:00am - 4:00pm weekdays with 1 hour lunch break. The successful candidate shall be available to work in the Ministry premises during Government official working hours.

Application deadline – 11th August 2025 before 12:00hrs.

Interested applicants are required to submit their CV, accredited and attested certificates and other relevant information demonstrating his/her experience in the area.

For further information or queries write to recruitment@trade.gov.mv or contact 3323668 during weekdays from 8am-2pm.

Note: Only shortlisted candidates will be contacted for an interview. The shortlisted candidates will be subjected to a face to face interview.