



Terms of Reference

for

Project Assistant

Job title:	Project Assistant
Location:	Laamu Gan, Maldives with occasional travel
Start date:	August 2024
Contract:	Initial fixed term contract for one year (with a 3-month probation period and possibility of extension).
Reporting to:	Programme Manager
Normal working hours:	Sunday-Thursday, 9am - 5pm.
Remuneration:	MVR 10,500 - 13,150 (take home) depending on qualifications and experience
Closing Date:	17:00 hrs, 18 July 2024

1. Organisational Background

Maldives Resilient Reefs (MRR) is a Maldivian NGO working to restore coral reefs in the Maldives as climate resilient ecosystems for the benefit of people, nature and the economies that depend on them. MRR is affiliated with a UK charity, Blue Marine Foundation, which works with governments, fishermen, communities and other NGOs to restore a healthy ocean forever, for everyone.

The coral reef system of the Maldives is highly biodiverse and globally significant. Not only are coral reefs the foundation of the Maldivian economy, but they are also the foundation of every island; they act as natural barriers and protect the low-lying islands from the eroding forces of the sea. They also provide the environmental setting for the country's most lucrative industries, tourism and fisheries. Coral reef protection is fundamental to the future of the country and the Maldivian people. However, it is threatened by the climate crisis, overfishing, unsustainable tourism and pollution.

Since 2016, MRR and Blue Marine have been supporting improved marine protection, the sustainability of reef-based fisheries and tourism and strengthened local capacities for marine conservation in Maldives. Our efforts in Laamu Atoll have led to the creation of new protected areas and the atoll being declared a Mission Blue Hope Spot. Our current projects include supporting the establishment of a Community Conservation Area, long-term scientific monitoring of marine habitats, rolling-out of a sustainable resort-



reef fisheries model, citizen science trainings on ecosystem monitoring and an e-learning hub for improved marine literacy. MRR's impact has grown over the past few years, with our team members based at several locations.

2. Position Summary

MRR has a vacancy for a Project Officer based in MRR's office in Laamu Gan island, Maldives, to support the delivery of project activities. This is an incredible opportunity to work with a dedicated and experienced team who are leading marine conservation efforts in the Maldives.

3. Key roles and Responsibilities:

- Support the project teams in planning and execution of project activities.
- Conduct research and gather data relevant to the projects.
- Assist in preparation of reports, social media content, presentations and other documents.
- Coordinate logistics for meetings, fieldwork and events.
- Help monitor project timelines and budgets.
- Provide administrative support including office and finance management.

4. Candidate Profile

The individual should be passionate about marine conservation, keen to learn and share knowledge with the wider community. **This position is open for Maldivian nationals only.**

Essential requirements

- Proven experience in project support, preferably in conservation or environmental projects.
- Strong attention to detail and organisational skills.
- Good communication and teamwork abilities.
- Fluency in written and spoken Dhivehi and English.
- Proficiency with office software and tools.
- At least five years of experience in a relevant field.

Desired requirements

- Basic understanding of marine conservation issues.
- Ability to work independently.
- Comfortable with public speaking and directing discussions.
- Interested in developing in-water research skills including SCUBA diving.
- Bachelor's degree in environmental management or related sciences or project management OR at least five years of experience in a relevant field.



Required competencies and behaviours

- High level of communication and interpersonal skills in working effectively in a multi-cultural environment.
- Strategic vision and the ability to see what is needed to support the project's outcomes.
- Planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet deadlines.
- Demonstrated ability to work independently and in a team environment.
- Physically fit to perform duties.
- A sound sense of judgement and commitment to the ethical and cultural values of the country and the organization.
- Proactive, detail oriented, highly organized and problem-solving mindset.

5. Application and selection process

Please email the following documents to contact@maldivesresilientreefs.com by 17:00 hrs on 18 July 2024.

- All documents must be emailed in pdf format.
- Email explaining your skills and suitability for the role.
- Curriculum vitae with at least two reference contact information.

Only shortlisted candidates will be contacted for interviews.