



Terms of Reference
for
Projects Assistant

Job Title:	Projects Assistant
Location:	Laamu Gan
Reports to:	Projects Manager
Contract type:	Consultancy
Contract:	12 months, with possibility of extension
Normal working hours:	Five days per week (typically 09:00 – 17:00, Maldives time)
Remuneration:	Take-home MVR 10,563 – 15,065 per month (depending on qualifications and experience)
Closing Date:	21:00 Maldives time (UTC+05:00) on 28 December 2025
Email applications to:	contact@maldivesresilientreefs.com
Submission requirements:	PDF format for all documents (see Application section)

1. Organisational Background

Maldives Resilient Reefs (MRR) is a Maldivian NGO dedicated to ensuring Maldivians benefit from the protection of marine ecosystems and the sustainable management of ocean resources. MRR focuses on (1) protection of biodiversity hotspots and (2) sustainable marine resource use across the Maldives. MRR is affiliated with the UK charity, Blue Marine Foundation, which works with governments, fishermen, communities and other NGOs to restore a healthy ocean forever, for everyone.

Since 2020, MRR has supported the designation of new Marine Protected Areas and Community Conserved Areas, developed models for sustainable resort reef fisheries, promoted responsible tourism and fisheries management, advanced marine nitrogen management, and increased public engagement through citizen science, advocacy and campaigns.

2. Role Summary

The Projects Assistant will support Project Managers in planning, implementing, monitoring and reporting for MRR's projects, and provide administrative and operational support across MRR's portfolio. They will assist with field surveys, stakeholder engagement, communications, data management and logistics, and will be required to travel to resorts and local islands.

Key responsibilities

A. Project support

- Assist with preparation and monitoring of project workplans, schedules and budgets.
- Support delivery of trainings, workshops, field activities and events (logistics, coordination, materials).
- Maintain and update project databases, contact lists and records.
- Assist with data collection, entry and basic analysis; support monitoring activities and field data capture.
- Prepare draft progress updates, meeting notes and routine project documentation.
- Support procurement, travel bookings and equipment logistics as required.

C. Communications and outreach

- Assist in drafting social media content, project reports, and other communications materials.
- Prepare and organise communications assets (photos, footage, quotes) from field activities.
- Support awareness-raising activities and community engagement events.

D. Stakeholder coordination

- Maintain regular contact with project partners, resorts and community contacts as directed.
- Coordinate meeting arrangements, take notes and follow up on action points.
- Support onboarding of new resort partners and community participants.

E. Administration and finance support

- Assist with invoice tracking, expense claims and basic financial record-keeping.
- Manage office supplies, equipment inventories and small procurement tasks.
- Support risk assessments and ensure logistical arrangements meet safety requirements during fieldwork.

F. Monitoring, evaluation and learning (MEL) support

- Assist with routine monitoring tasks and data quality checks.
- Support collation of indicator data and preparation of simple monitoring tables and charts.
- Help document lessons learned and compile case studies.

3. Candidate profile

The individual should be passionate about marine conservation and keen to learn and share knowledge with the wider community. This position offers the possibility of career progression within the organisation. **This position is open to Maldivian applicants only.**

Essential

- Diploma or degree in environmental management, marine science, fisheries, project management, communications or related field, OR at least 1-2 years' relevant experience.
- Practical experience supporting conservation, community or project work.
- Good organisational, time-management and multitasking abilities.
- Good written and spoken English and Dhivehi.
- Competent use of common office software (E.g., Microsoft Office) and spreadsheet skills.
- Strong interpersonal skills and ability to work independently, in remote environments and as part of a small team.
- Physically fit and willing to travel frequently to resorts and islands.

Desired

- Experience working in Maldivian fisheries or tourism sectors.
- SCUBA diving certified.
- Experience with marine science data collection and analysis.
- Demonstrable experience with social media content creation, basic photo/ video editing.
- Familiarity with data collection tools (e.g. Google Forms) and GIS.
- Previous experience working with resorts, communities or donors.

Terms and conditions

- The role is offered as a consultancy contract for 12 months. Specific payment terms will be agreed in the contract based on deliverables and monthly invoices.
- The role will require regular travel within the Maldives; travel expenses will be covered as per MRR policy or agreed contract terms.
- The Projects Assistant will be expected to comply with MRR's safeguarding, health and safety and code of conduct policies.

4. Application and selection process

Please submit the following documents in PDF format to contact@maldivesresilientreefs.com by **21:00 Maldives time (UTC+05:00) on 28 December 2025**.

- A cover letter (maximum one page) explaining your suitability for the role and reason for applying.
- An up-to-date curriculum vitae.

Selection process

- Only shortlisted candidates will be contacted for interview.
- Shortlisted candidates may be asked to provide additional documentation and referee details.
- MRR is an equal-opportunity employer and welcomes applications from diverse candidates.