



**Ministry of Climate Change, Environment and Energy**  
Male', Republic of Maldives

Date: 24 September 2024

Announcement Reference No: (IUL)438-HRU/438/2024/422

## **Request for Expression of Interest**

### ***Project Assistant (individual) for “Project Implementation Unit under National Ozone Unit***

The Ministry of Climate Change, Environment and Energy has received funding from the Multilateral Fund (MLF) for the for the Implementation of the Montreal Protocol on Substances that deplete the Ozone Layer towards Institutional Strengthening of the National Ozone Unit, and intends to apply part of the proceeds to recruit a Project Assistant who will be responsible to ensure that the projects under the National Ozone Unit are completed within the timeline and budgetary restrictions.

The Ministry of Climate Change, Environment and Energy invites interested eligible individuals to submit their application.

#### **Eligibility Criteria**

To be eligible for the position, the individual is expected to demonstrate the requirements as per the attached “Terms of Reference”.

#### **Schedule for the Assignment**

Duration of the assignment is 2 years for the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in October 2024.

#### **Remuneration**

Successful individual will be paid an all-inclusive monthly fee of MVR 20,160

#### **Submission Deadline**

The expressions of interest must be submitted before 1200 hours on 02 October 2024 to the email address: [jobs@environment.gov.mv](mailto:jobs@environment.gov.mv).

Submissions should have the name of the applicant and the job title in the Subject of the email.



**Application title:** Project Assistant (individual) for the “Institutional Strengthening” project

**Address to:**

Human Resource Section  
Ministry of Climate Change, Environment and Energy  
Green Building, Handhuvaree Hingun, Maafannu  
Male’, 20392, Republic of Maldives  
Contact No: 3018300, 3018326  
Email: [jobs@environment.gov.mv](mailto:jobs@environment.gov.mv)  
Website: [www.environment.gov.mv](http://www.environment.gov.mv)

The ministry will send a confirmation of receipt via email.

**Documents to be submitted**

- Curriculum Vitae (clearly stating the starting and ending month for previous experiences)
- Copy of National ID Card
- Accredited copies of Academic Certificates (Documents accepted are copy of accredited certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.)
- Employment Verification Letter from previous employer(s)
- Candidates currently working in the Civil Service should provide a letter of no objection from their current employer.

Interested individuals may obtain a Terms of Reference attached to this advertisement and also made available from [www.environment.gov.mv](http://www.environment.gov.mv) and acquire further information on request by writing to the Ministry’s email address [jobs@environment.gov.mv](mailto:jobs@environment.gov.mv) before 1000hrs on 29 September 2024.

24 September 2024