

OUTER ISLANDS DEVELOPMENT CORPORATION

SCHEME OF SERVICE

POST : PROJECT COORDINATOR

RESPONSIBLE TO : General Manager

SALARY : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (OIC 38)

QUALIFICATIONS :

- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or equivalent qualification acceptable to the Board.
- B. A degree in Economics or Management from a recognised institution or equivalent qualification acceptable to the Board.
- C. At least two years’ experience in development, and coordination of projects.

Note

Candidates should produce written evidence of any experience claimed.

- DUTIES :**
- (1) Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
 - (2) Carrying out surveys and identifying suitable development projects for the Outer Islands.
 - (3) Preparing development plans according to approved specifications.
 - (4) Liaising with consultants and organisations regarding the implementation of ongoing projects.
 - (5) Coordinating with Ministries and other relevant bodies for an integrated development programme in the Outer Islands.

- (6) Ensuring project deadlines are met.
- (7) Determining project changes.
- (8) Developing project strategies.
- (9) Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- (10) Assess project risks and issues and provide solutions where applicable.
- (11) Create a project management calendar for fulfilling each goal and objective.
- (12) Be computer literate
- (13) To serve in Agalega and the Outer Islands, as and when required.
- (14) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from ProjectCoordinator in the roles ascribed to him.

