

## Job Opening

The Embassy of Japan in Maldives is seeking eligible and qualified applicants for the following position.

Designation: Clerk of the Embassy of Japan in Maldives, as Associate Project Officer

Duty Station: Malé, Maldives

Duration of contract: 2 years, with the possibility of extension subject to availability of funds and satisfactory performance

Application Deadline (Midnight Male Time): **15-May-2024**

### **Duties and responsibilities**

The incumbent will be responsible primarily for assisting the coordination of Japan's development projects in Maldives as well as supporting research and data collection to analyse economic climate in Maldives. S/he will specifically perform the following duties:

#### 1. Project coordination

- Supports the team of Economic Cooperation of the Embassy to facilitate the formulation, implementation and evaluation of the ongoing and potential Japan-funded development projects (primarily grant aid) in Maldives; monitors and analyses programme/project development and operations; reviews relevant documents and reports.
- Writes and edits official documents, diplomatic note verbale, press releases, speeches, brochures, etc. for different occasions and platforms, including formal meetings, signing, handover and launching ceremonies and the Embassy's website and social media.
- Plans and facilitates strategic visualisation and publication of Japan's projects in coordination with partners including the Ministry of Foreign Affairs, multiple implementing ministries and agencies, international organisations, business partners, NGO and civil society organisations as well as Japan International Cooperation Agency (JICA).

#### 2. Collection and analysis of economic data and resources

- Collects and analyses data to identify trends or patterns of economic environments in Maldives (e.g., domestic real economy, public finance, debt management, trade, etc.) and provide insights through graphs, charts, tables, and reports, using data visualisation to enable data-driven planning, decision-making, and reporting to Tokyo.
- Contributes to the preparation of various written outputs, e.g., background papers, analytical notes, study reports, etc. for policy recommendations and discussions.

### 3. Networking and partnership building

- Acts as the focal point for communication with Maldivian and multinational project counterparts and contribute to further enhancing donor-beneficiary relations.
- Establishes and sustains effective and close working partnerships with relevant development partners and works harmoniously with them to ensure progresses and outcomes of Japan-Maldives collaborative projects are featured in relevant publications and platforms (e.g., websites, social media, project reports and external media).
- Provides logistical, administrative and substantive support to signing, handover, launching and other project-related ceremonies, bilateral/multilateral meetings, conferences, etc. liaising with Maldivian/international counterparts.
- Performs other duties as required.

### **Required qualifications**

#### 1. Education

- A first-level university degree (undergraduate degree or equivalent) in development studies, international relations, social sciences, public administration, economics, finance or related field is required.

#### 2. Work Experience

- Minimum two years of experience in project/programme management, communication, administration or related duties for economic and social development in Maldives.
- Experience working in government sectors, international organisations, NGOs or relevant organisations and familiarity with socioeconomic affairs in Maldives. Experience of engagement with Japan-funded grant projects or technical cooperation in Maldives is an advantage.
- Demonstrated experience in a donor-funded project for a wide range of development issues in Maldives, e.g., environment, climate change and disaster management, agriculture, fishery, macroeconomic policy and public finance, maritime security and counterterrorism, education, health and other humanitarian challenges, is desirable.

#### 3. Skills and competencies

- Ability to collect evidence, synthesise and analyse information or data from various sources for informed decision-making purposes.
- Good computing skills with excellent writing skills. Proficiency in Microsoft Word, Excel (basic functions and formula) and PowerPoint is required. Command of another data analysis software and/or database management tool would be an advantage.

- Ability to multi-task, prioritise and deliver to deadline, as well as work in a team and maintain effective working relationships in a multi-cultural environment.

#### 4. Languages

- Excellent knowledge (written and spoken) of English and good command in English-Dhivehi translating and interpreting.

#### **Benefits and entitlements**

Embassy's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension enrolment in accordance with the Maldivian law.

The approximate monthly starting salary for this post is US\$ 1,269, to be determined after the selection based on the candidate's work experience, performance and overall ability.

Possibility of yearly promotion and bonus.

#### **Selection and recruitment process**

Please note that all candidates must submit a CV (in English, including photo, educational background, work experience, skills and competencies, languages and other advantageous qualifications) to the below address. The documents will not be returned to the candidate.

Process of selection consists of documentary screening, which is followed by an in-person interview for selected candidates. Please note that only selected candidates will be further contacted.

Embassy of Japan in the Maldives

8th Floor, Aagé Building, 12 Boduthakurufaanu Magu, Henveiru, Malé, 20094, Republic of Maldives

*The Embassy does not accept any inquiries regarding this through phone calls.*

*For further inquiries, please contact us by email ([economicmale@mo.mofa.go.jp](mailto:economicmale@mo.mofa.go.jp)).*