

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Education
Republic of Maldives

Announcement No: (IUL)22-D/22/2026/37

Date: **10th January 2026**

Request for Expressions of Interest

Administrative and Financial Management Specialist

1. The Government of Maldives (GoM) is implementing the “Equity and Inclusion for Education Transformation Program” supported by the GPE System Transformation Grant and System Capacity Grant. The project is funded by the Global Partnership for Education (GPE). The project is being administered by the Ministry of Education (MoE), with a Project Steering Committee that is chaired by the Ministry.
2. As part of this project, the MoE seeks an Individual for the position of Administrative and Financial Management Specialist to work in the management of the project.
3. Expressions of Interest need to be submitted along with the CV, documents supporting the candidate’s qualifications (accredited certificates for courses completed from any International University/College) and experience, reference letters, and a copy of the National ID card by the following form before 14:00 PM, 18th February 2026. Late applications will be rejected.
Form link: <https://forms.gle/WoSzfBtVN8CST7UQ8>
4. Terms of Reference
5. Interested parties may download the terms of reference which outline the scope of service, the key qualifications, experience and terms of payment relevant to this position from ToR attached with this Request for Expression of Interest.
6. Note: The individual who pass the interview from the shortlisted candidates will be selected for the position, in accordance with the GoM procedures for staff hiring.
7. Interested individuals may obtain further information on request by writing to the address below.
8. **The applications must be addressed to:**
Zaina Ahmed Hameed
Project Coordinator
Equity and Inclusion for Education Transformation Program (PMU),
Ministry of Education,
9th Floor, H.Velaanaage, 20096
Ameer Ahmed Magu, Male’ City,
Republic of Maldives
Tel: :+(960) 3041055
Email: thaiba@moe.gov.mv

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**Project Management Unit for the implementation of Equity and Inclusion for Education
Transformation Program supported by the GPE System Transformation Grant and System
Capacity Grant
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TERMS OF REFERENCE

ADMINISTRATIVE AND FINANCIAL MANAGEMENT SPECIALIST

Background

The Government of Maldives (GoM) has a Partnership Compact focusing on education transformation around equity and inclusion, endorsed by the Local Education Group (LEG) and implemented using two grants provided by the Global Partnership for Education (GPE) for the implementation of the Partnership Compact. This is the central step required for financial assistance from the GPE System Transformation Grant and System Capacity grant.

The STG program is a comprehensive initiative designed to transform the Maldives education system. Its primary purpose is to operationalize the partnership compact by providing opportunities for every child in the country to receive a high-quality education, irrespective of their specific learning needs. Hence, the STG seeks to build an education ecosystem that prioritizes and provides opportunity for vulnerable and at-risk children including those with disability and those with complex learning profiles, to enroll and stay in school, learn, and achieve age-appropriate learning milestones, and acquire knowledge, skills, and attitudes to transition from school to work and life. The program is national in scope, engaging and impacting all levels of the Maldives education system i.e. national, atolls, islands, schools, teachers and students. It provides catalytic resources to accelerate policy level actions, capacity building of schools, teachers and principals for accelerated action including quality and inclusive teaching and learning, learning from the field and practice to inform education sector policies and financing of good practices, and partner and stakeholder engagement for ownership and scaling.

The SCG seeks to address the key institutional bottlenecks identified in the enabling factor analysis underpinning the development of the partnership compact and strategic intention to address equity and inclusion in education. These included the need to improve availability and use of data and evidence for gender-responsive sector planning, and sector coordination and financing. The SCG program's purpose is to create an enabling environment for education transformation to achieve equity and inclusion in enrolment, transition across grades and learning outcomes. To achieve the above, SCG will focus on three main outcome areas consistent with the evidence from the enabling factor analysis and stakeholder consultations:

- Gender-responsive sector planning, policy, and monitoring.
- Education sector coordination.
- Volume, equity, and efficiency of finance.

The two grants are managed by the UNICEF Maldives Country Office as the Grant Agent.

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A dedicated and lean Project Management Unit (PMU) at the MOE will be established to work under the designated official at the Ministry of Education and the education program at UNICEF. The PMU will coordinate implementation within MoE and maintain day-to-day operational communication with UNICEF. PMU will support the divisions to prepare workplans and project proposals, and timely reporting on programmatic and implementation. The PMU will collaborate with UNICEF to identify and address bottlenecks to implementation and jointly report on progress to the LEG.

Key Tasks

The Administrative and Financial Management Specialist will report to the Project Coordinator and work closely with the UNICEF education program. The main responsibilities of this post are as follows.

- Provide accurate, complete, and timely financial information for managing and monitoring STG/SCG activities.
- Obtain Ministry of Finance (MoF) approval and the Finance Executive (FE) of the Ministry of Education (MoE)'s approval for all activities in a timely manner.
- Regularly monitor budgets and financial expenditures of the section using applicable tools, ensuring compliance with UNICEF rules and regulations, and keep the PMU informed on actions required for decision-making and follow-up.
- Follow up on all financial matters and ensure that MoF and UNICEF rules and regulations are fully implemented.
- Maintain records of all financial documents for internal and external audits, UNICEF spot checks, and facilitate auditors' missions in the MoE and implementing agencies.
- Ensure the timely and accurate recording and administrative processing of implementing partners' proposals and requests for Direct Cash Transfers (DCTs).
- Establish and maintain close coordination with implementing agencies, ensuring their compliance with all financial reporting requirements and adherence to government and UNICEF procedures in implementing work plans.
- Ensure all processes are carried out according to the project document and within the given timeline, following UNICEF guidance.
- Support project implementation by conducting field visits, analyzing operational performance, trends, and disbursements; highlight problem areas and risks; and assist in preparing relevant documentation (e.g., HACT documents) and reviews (e.g., during spot checks).
- Collect all activity reports and expenditure reports of school visits undertaken by implementing agencies and the PMU.

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- Make travel arrangements for all trips undertaken by implementing agencies and the PMU, including communication with relevant parties to organize accommodation, meals, and transportation.
- Manage the secretariat functions of the Steering Committee (SC).
- Handle contract management of vendors and consultants hired under the project.
- Perform any other financial management or administrative duties assigned by the Project Coordinator on behalf of the PMU.

Performance Review

Performance evaluation reviews will be done two times during an implementation year (once during the mid-year review of implementation and during the annual review) year by the Project Coordinator. The Grant Agent (UNICEF) will also provide feedback on performance to the Project Coordinator.

This service is for duration of 12 months from the date of signing. The position is renewable on an annual basis, subject to satisfactory performance until project completion.

Remuneration

The remuneration for this position shall be according to the National Pay Commission's Circular Number 13-NPC/CIR/2018/5.

The Administrative and Financial Management Specialist is expected to report for work on weekdays and provide his/her services for an average of 30 hours a week. The Financial Management Specialist may have to work extra hours in order to complete the tasks assigned to him/her, and during travels without any extra payments as such hours have been considered in the Remuneration Fee as stated above.

The Administrative and Financial Management Specialist shall be paid a monthly Remuneration Fee of **MVR 28,800.00**

Required Qualifications and Experience

- Must have at least a Bachelor's Degree/Professional Certificate in Financial Management, Financial Planning, Public Accounting, Business Administration, Management, or a relevant discipline and more than 10 years of work experience in a related field.
- Demonstrate understanding and commitment to education development, especially Education Management, Education Planning, Education Statistics, and Education Program Monitoring and Evaluation.
- Prior experience and familiarity in GPE funded projects, especially education or higher education sector projects could be an advantage if the performance of the candidate has been good.

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Professional Competencies

- Ability to interact with policy makers, managerial staff, academics, teachers, and administrative staff, in the education and higher education systems.
- Ability to interact with government officials.
- Ability to interact with development partners.
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds.
- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak, read and write fluent English, and produce procurement related documents in English.
- High level of computer literacy, including Word, Excel, email, and the internet.
- Ability to obtain stakeholders' participation and commitment for effective implementation and long-term sustainability of the project.
- Effectiveness in monitoring and resolving procurement related issues.
- Familiarity with the relevant government procedures and regulations.
- Familiarity with government documentation formats such as letter writing, filing, record keeping, minutes writing and other necessary writing tasks required.

Facilities to be provided

The holder of the position would be entitled to the following facilities:

- An office in the MoE with equipment including a computer/laptop and docking station, telecommunication services, and access to printing, photocopying and scanning equipment.
- Transport for official purposes. Transport, lodging, subsistence and incidental expenses for atoll travel for official purposes.