

TERMS OF REFERENCE

Position title:	Finance & Administration Officer
Location:	Male', Maldives.
Contract duration:	Initial 6 months, with extension of up to 1 year upon review.
Application close date:	Tuesday 27 May 2008.
Position start date:	Early June 2008, some flexibility possible.
Salary package:	Negotiable base salary. Pension & medical allowance.
Position requirements:	40 hour working week.
Reference Code:	PODM012008

I. Organizational Context

Organisational vision

People's Foundation Maldives (PFM) is a politically independent, not-for-profit, registered, non-government organisation that works towards a just and inclusive society in Maldives and South Asia.

Organisational mission

People's Foundation Maldives aims to:

- Strengthen the capacity of civil society in the Maldives,
- Encourage Maldivian civil society engagement with local, regional and international communities,
- Support & develop civil society projects or activities,

by providing a comprehensive range of training, support services and other initiatives, which reflect the priority needs of emerging civil society actors and organisations who share the vision, mission, values and principles of PFM.

The **NGO Strengthening Pilot Project** is currently the key focus of People's Foundation Maldives. Preparatory work has been undertaken since late 2007, culminating in full implementation of the Pilot Project to begin in June 2008.

The Overall Project Objective is to strengthen the local NGO sector and civil society in Maldives.

Specific Project Objective/s are:

1. To build the capacity particularly of local NGOs and also civil society.
2. To work towards strengthening the enabling environment of particularly NGOs and also civil society.

Primary beneficiaries are local Maldivian NGOs, and possibly also other civil society organisations that are a) emerging, b) would like to be supported in their development, and c) which share the vision, mission, values and principles of People's Foundation Maldives.

A diverse range of activities will be undertaken in order to achieve the NGO Strengthening Pilot Project Objectives. These include:

- Design and conduct of structured group training workshops
- Provision of one-on-one guidance and follow up to training workshops
- Creation and compilation of resources relevant to Maldivian NGOs
- Dissemination of NGO resources through People's Foundation Maldives website, electronically, postal, in-person and other methods
- Advocacy for an enabling environment and increased opportunities for local NGOs to positively contribute to the development and progress of Maldives
- Facilitation of arts, culture and media activities for civil society development
- Facilitation of partnerships and mentoring arrangements to benefit Maldivian NGOs

II. Purpose of the Position

The Finance and Administration Officer is pivotal to a well-organised, financially and administratively sound People's Foundation Maldives. The position is a critical support role with opportunities for promotion and to develop new or existing skills in areas such as human resource management, fundraising, donor relations and training NGOs in financial and administrative procedures.

The intention of PFM is to develop its national staff to take on increasing leadership and management responsibilities of both the NGO Strengthening Pilot Project and PFM within 3 to 9 months of recruitment.

The position has a diverse range of responsibilities – ranging from organising start-up logistics for a small office, creating budgets and monitoring finances, assisting with training workshop organisation, to ensuring all administrative needs of PFM are met.

People's Foundation Maldives is a recently established NGO but it has a strong base of support and well-developed strategies. All staff are needed to actively contribute to its successful development.

III. Key Areas of Responsibility and Functions

Reports to: Interim Executive/Training Manager, People's Foundation Maldives

Supervisory responsibilities: None.

Summary of key duties:

Organisational strategies and work plan implementation

- Contribute to the design and effective implementation of the result-oriented strategic plan for People's Foundation Maldives and the NGO Strengthening Pilot Project;
- Ensure accountability of your actions and contribute to ensuring overall accountability of PFM.

Project/Activity Planning and Implementation

- Provide administrative and financial support to the design and development of projects/ activities.

Fund Raising and Grant Management

- Provide administrative and financial support to fundraising and grant management activities of PFM and where required, to NGO partners.

Financial Management

- Establish standardized organisational procedures to ensure that accounting and financial management controls are consistent with donor and PFM guidelines and requirements;
- Assist preparation of all budgets and finance related reporting activities;
- Monitor PFM and project income and expenditure and provide bookkeeping for office and project accounts;
- Be responsible for payments, preparation of vouchers, drawing cheques etc.;
- Oversee and perform all daily financial activities.

Administration Management

- Be primary contact point in the office and for any administrative/financial matters;
- Establish PFM's administrative procedures and office policies in consultation with relevant PFM staff;
- Support the preparation and circulation of necessary documents to beneficiaries, partners, donors and other stakeholders;
- Maintain and supervise office policies and office procedures.

Human Resource Management

- Assist the establishment and implementation of PFM's human resource policy;
- Support PFM's commitment to providing its staff with a positive, professional and supportive internal work environment.

Representation of People's Foundation Maldives

- Develop and maintain a positive and constructive working relationship with beneficiaries, partners, donors, host government, other organisations, as well as staff and members.

Communications and Authorizations

- Ensure that proper channels of communication are maintained and respected between yourself as PFM staff and beneficiaries, stakeholders, donors, partners. Flag in timely manner any concern of communications between PFM and others.

Fulfilment of additional responsibilities as required by Executive/Training Manager or Executive Committee

IV. Key Results Expected – Outputs

Within the first month of employment, a detailed work plan for your position will be discussed and mutually agreed upon by yourself and your direct supervisor, PFM's Executive Manager. This work plan will list key results expected.

V. Person Specifications

Education

Essential	Desirable
<ul style="list-style-type: none"> ● Diploma in bookkeeping or accounting or AAT equivalent. 	<ul style="list-style-type: none"> ● First or postgraduate degree in accounting, business administration or relevant field.

Experience

Essential	Desirable
<ul style="list-style-type: none"> ● Minimum 2 years in bookkeeping/accounting. ● Minimum 1 year in administrative / office support position. 	<ul style="list-style-type: none"> ● Demonstrated experience in creating and monitoring budgets. ● Demonstrated experience in a senior administrative position as office manager, administration officer or similar. ● Demonstrated experience in writing proposals/reports and delivering in-person presentations at a high standard. ● Experience in organising and/or conducting events such as training workshops, meetings. ● Experience with non-government or inter-governmental organisations such as community organisations, voluntary associations, professional member bodies, UN agencies, international NGOs.

Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> ● Excellent organisational and coordination skills. ● Excellent bookkeeping / accounting skills. ● Excellent administrative skills. ● Good spoken and written communication skills in both English and Dhivehi. ● Strong ability to meet timelines. ● Able to build positive and constructive working relationships with a diverse of people from a wide spectrum of organisations whether government departments, UN agencies, Maldivian NGOs, international organisations, Male' and island-based communities. 	<ul style="list-style-type: none"> ● Demonstrated knowledge of legal requirements of NGOs in Maldives. ● Demonstrable understanding of adult learning and training methodologies.

Other requirements

Essential	Desirable
<ul style="list-style-type: none"> ● Excellent skills in Word, Excel, internet, Powerpoint and information technology. ● High level of professionalism. ● Genuine sharing of PFM's vision and mission. 	<ul style="list-style-type: none"> ● Track record in genuine interest and commitment to supporting the strengthening of NGOs and civil society in Maldives and/or elsewhere.

Application process:

Before applying, please ensure you have read the Terms of Reference, description of People's Foundation Maldives (PFM) and profiles of key members on our website www.pfmaldives.org

Please email us your application in English **by Tuesday 27 May**.

1. Cover letter (max. 1 page) explaining why you feel you are suitable,
2. Updated CV / resume' (max. 3 to 4 pages) – including level of computer skills and standard of written/oral English and Dhivehi,
3. Contact details of 2 to 3 professional referees (related to your employment, academic or voluntary experience) and please state their relationship to you.

Please do not hesitate to email us if you have any questions.

Contact People's Foundation Maldives at info@pfmaldives.org