



Ministry of Fisheries and Ocean Resources
Male', Republic of Maldives

TRANSFORMING FISHERIES SECTOR MANAGEMENT IN SOUTH-WEST INDIAN OCEAN REGION AND MALDIVES PROJECT (TransFORM, SWIOFish5) - P179242

Assistant Quarantine Officer
Terms of Reference

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Ocean Resources is implementing Maldives –Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries, Marine Resources and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project to strengthen regional, evidence-based fisheries management in the South-West Indian Ocean Region and to improve competitiveness in the fisheries sector in the Maldives. The project comprises of the following components.

COMPONENT 1: Enhance Evidence-based Management Advice to the Fisheries Sector in the South-West Indian Ocean Region (*implemented by the IOC*)

- 1.1. Promoting the Development and Coordination of Relevant Innovative Regional Research with a Focus on Capacity Development Programs and Initiatives
- 1.2. Coordinating and Consolidating Regional Cooperation for Evidence-based Advice on Management of Fisheries and Other Uses of Marine and Coastal Ecosystems
- 1.3. Linking and Coordinating the Fisheries Initiatives and Programs in the Region

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COMPONENT 2: Supporting Maldives as the Catalyst for Strengthened Regional Capacity for Fisheries Governance and Management

2.1. Improved and Innovative Implementation, Enforcement and Monitoring of Fisheries Management Plans and Sharing Results with SWIO Countries

2.2. Augmented Comprehensive Quarantine, Disease Surveillance and Management and Experience Sharing with SWIO Countries

2.3. Skills and Capacity Building for Supporting Enterprise Development in Fisheries Sector

2.4. Augmentation of Project Management Capacity of MoFOR including Building Capacities for Enhanced Regional Cooperation

COMPONENT 3: Enhanced Competitiveness and Private Sector Participation for improving Business Climate for Fisheries in Maldives and the South-West Indian Ocean Region

3.1. Decarbonization of the Fisheries Sector

3.2. Diversification/Expansion of Fisheries Sector through Facilitating Small and Medium Enterprise Businesses

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract an Assistant Quarantine Officer. The objective of this assignment is to perform the inspection, quarantine, and monitoring processes for live plants, plant parts and animal imports through Velaana International Airport.

The Assistant Quarantine Officers will report to the Assistant Quarantine Officers supervisor appointed by the Ministry of Agriculture and Animal welfare.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Assistant Quarantine Officer include, but are not limited to the following:

1. Inspecting live animals, plant and plant parts imported via Velaana International Airport by cargo and luggage to ensure compliance with laws and regulations.
2. Inspecting live animals, plants and plants parts imported via Velaana International Airport by cargo and luggage for any exotic pests and diseases.
3. To examine the certificates and other documents related to the importation of plants and animals' consignment by air and sea.



4. Seize any animals, plants and plant parts which appears contravention of any provision of acts and regulations
5. Destruction of the animals, plants and plant parts infested by pests and diseases in accordance with the protocol defined by the act Inform the relevant section to collect samples if imported animals are suspected of having any infectious disease.
6. Maintain the records of importation of plants and animals by air and sea.
7. Attend the animals and plants kept under quarantine.
8. Attend the other works assigned by the Ministry of Agriculture and Animal welfare

D. QUALIFICATIONS AND EXPERIENCE

1. Completion of Secondary School Education (GCE O' Level)
 - a. Minimum 2 "E" passes in Secondary Exam or equivalent exam and minimum "C" grade in Dhivehi from "Secondary" or "Higher Secondary" exam OR
 - b. MQA approved certificate level 3 certificate

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. REPORTING REQUIREMENT

1. The Assistant Quarantine Officers shall directly report to the supervisor assigned by the Ministry of Agriculture and Animal Welfare.
2. The Assistant Quarantine Officers is expected to work on a 6-hour shift, on a rotational basis
3. The Assistant Quarantine Officer shall provide all the necessary reports and updates to the supervisor assigned by the Ministry of Agriculture and Animal Welfare.
4. The Assistant Quarantine Officer is required to report to work in official attire except on fieldwork.



F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in March/April 2025.

The position is based in Hulhule' at the Plant and Animal Quarantine Surveillance Centre of the Ministry of Agriculture and Animal Welfare in Male' with travel to Islands or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. Assistant Quarantine Officers shall be paid monthly remuneration of MVR 4465.00/- (Four Thousand Six Hundred and Sixty-Five Rufiyaa Only) for the services provided by the Assistant Quarantine Officers, except for unauthorized leave. The Assistant Quarantine Officers are expected to work in 6-hour shifts on a rotational basis. The Assistant Quarantine Officers shall sign in the attendance register before the start of their duty time.
2. Assistant Quarantine Officers will be entitled to a monthly service allowance of MVR 1500/- (One Thousand Five Hundred Rufiyaa Only), and a special duty allowance that is 35% of the basic salary per month.
3. Assistant Quarantine Officers are also entitled to a monthly supporting-co allowance of MVR 700/- (Seven Hundred Rufiyaa Only) per month.
4. Assistant Quarantine Officers will receive MVR 74.2/- (Seventy Four Rufiyaa and Forty Two Laari Only) per hour for services provided on public holidays, and an additional MVR 60/- (Sixty Rufiyaa Only) per day as food allowance for days of service, and a shift duty allowance of MVR 25/- (Twenty Five Rufiyaa Only) (6:00 am to 23:59 pm) and MVR 45/- (Forty Five Rufiyaa Only) (00:00 am to 5:59 am) .
5. Assistant Quarantine Officers will be entitled to risk allowance of MVR 100 per day attended to work.
6. Training and travel expenses under the project as budgeted under the Project and approved by implementing agencies.
7. S/he shall participate in the "Maldives Retirement Pension Scheme" as required by the Maldives Pension Law and its regulations.
8. S/he will be given an allowance called "Ramadan Allowance" as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.
9. Leave Entitlement



- a. S/he may take 10 (ten) days of Emergency leave per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.
- b. Following one year of employment, s/he will be eligible for yearly annual leave of 30 days.
- c. S/he may take 30 (thirty) days of Sick leave per year of service. From these 30 days 15 days could be taken without a medical certificate and the remaining 15 days could only be taken with a medical certificate.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.

