



Ministry of Finance
Republic of Maldives

Terms of Reference for Application & Systems Analyst

[REF No: (IUL)13-HR/13/2023/263]

I. Introduction

National Pay Commission is seeking an individual with technical knowledge for an Application & Systems Analyst to manage the public service pay framework web portal and mobile application.

II. Objective

The objective is to undertake all relevant testing of the web portal and mobile application, make required improvements, launch the portal and application, and manage them.

III. Duration

1 year (on a renewable basis based on performance and need)

IV. Tasks

1. Works related to the web portal and mobile application of the public service pay framework.
It includes;
 - a. Make necessary changes to the existing design for the launch of the web portal and mobile application.
 - b. Collaborate with relevant staff to enter data to the web portal and mobile application.
 - c. Communicate with the designers of the web portal and mobile application during the stipulated service period.
 - d. Prior to launching the web portal and mobile application, test all parts thoroughly and troubleshoot any issues.
 - e. Ensure the accuracy of information and data in the web portal and mobile application in collaboration with relevant staff.
 - f. Launch the web portal and mobile application and, after launch, ensure that all associated parts are working properly and troubleshoot any issues encountered.
 - g. Resolve issues submitted by users of the web portal and mobile application.





- h. Collaborate with relevant staff to obtain various resources required for the maintenance and management of the web portal and mobile application.
2. Prepare video clips and info graphics for use in the web portal and mobile application.
3. Undertake a study and formulate a report on how numerous recruitment software, human resource software and other centralized software containing employee information used in the government organizations can be linked to the public service pay framework web portal and mobile application.

V. Required qualification & experience

1. Bachelor's Degree in Computer Science (or in any related discipline).
OR;
Diploma in Computer Science (or in any related discipline) with minimum 3 years of experience in the field of work.
2. Knowledge in the use of technologies such as Microsoft .Net, Microsoft .Net Core, PHP Laravel etc.
3. Knowledge in API development.
4. Knowledge in HTML, CSS, PHP, JavaScript, jQuery, AJAX, SQL and other relevant open-source web development tools.

VI. Remuneration

Successful candidate will be offered a total of MVR 16,000 monthly salary inclusive of pension contribution. Additionally, based on the performance, the candidate will be offered MVR 4,000 monthly allowance as performance allowance.

VII. Working arrangements

1. The Analyst shall report to the Secretary General of NPC.
2. The analyst is expected to report for work no later than 0800hours on official working days.
3. The analyst will need to attend commission meetings, which may be held after the formal hours or during Saturdays.

VIII. Contents of the application

The job applications should comprise the following documents. Late submission of any of the documents will not be accepted.





- Letter requesting the job (cover letter).
- Copy of national identity card.
- Copies of academic certificates (accredited).
- Curriculum vitae.
- Copies of relevant reference letters produced by previous employers.
- Portfolio of previous work done.

Note: All developments carried out during the work (including the source code) will be the property of the government of the Maldives.

