



TERMS OF REFERENCE

Position: Admin Officer

Location: Male'

Basic Salary: MVR 4,500.00

Food Allowance: MVR 2,000.00

Phone Allowance: MVR 500.00

Duration: 1 year, with possibility of extension (3 Months Probation)

Background

Hope for Women (HFW) is a non-profit, non-partisan organization aimed at ending violence against women and girls, protecting and promoting women's rights and empowering women and girls to ensure gender equality and equity. The organization supports the work of like-minded civil society organizations and state institutions that works towards eliminating gender injustices and promoting women's rights. The key areas of interest of Hope for Women include the promotion of women's rights in Islam, raising public awareness for preventing violence against women, and promoting political and economic empowerment of women.

Duties and responsibilities

- a) Overall coordination and implementation of HFW's activities.
- b) Ensure timely delivery of project goals.
- c) Provide support to the Executive Committee of HFW.
- d) Develop grant proposals to access resources.
- e) Manage corporate logistics.
- f) Assist Treasurer and Director, Finance on financial matters.
- g) Assist and cooperate with other staff of the organization.