



Society for Health Education
Kulunuvehi
BuruzuMagu, Maafannu
Phone: (+960)332 7117

Ref: SHE/ADM/26/87-AD
Date: 11th October 2026

TERMS OF REFERENCE FOR HIRING OF A PROJECT OFFICER

Society for Health Education (SHE) is an organization that is proactive in identifying and addressing the crucial health and social concerns of the Maldives. Its mission is to enhance the quality of life of Maldivian families. The society embraces the following mandate:

- **Strive to improve the quality of life of the Maldivian people.**
- **Harness the expertise of national professionals, on a voluntary basis for development programs.**
- **Endeavour to raise awareness on health and social issues.**

Since its establishment in 1988, SHE has affirmed its role in providing client friendly and quality services in the areas of Sexual and Reproductive Health, Thalassemia and Diagnostic Services, and Counseling Services.

Background

The Society for Health Education (SHE), provides comprehensive Sexual and Reproductive Health (SRH) services aimed at promoting health, wellbeing, and informed choice through rights-based, client-centred, and non-discriminatory approaches. As part of its commitment to expanding access to quality SRH services, SHE implements projects and initiatives that strengthen service delivery, community engagement, provider capacity, and referral systems. The Project Officer will support the implementation of project activities while contributing to the delivery and strengthening of broader SRH services provided by SHE.

Purpose of the Position

The Project Officer – Sexual and Reproductive Health Services will support the implementation of project activities and contribute to the provision of quality SRH services. The position will support service delivery, community outreach, stakeholder engagement, capacity-building activities, monitoring and reporting, and strengthening referral pathways. The project officer will also provide support to routine SRH departmental activities as required.

Responsibilities and Tasks

1. Coordinate and support the implementation of project activities in accordance with approved workplans and timelines.
2. Support the delivery and integration of quality sexual and reproductive health services within existing service platforms.
3. Coordinate meetings, trainings, workshops, outreach activities, and stakeholder consultations.

4. Maintain effective coordination with government agencies, healthcare providers, community organizations, and other partners.
5. Strengthen referral pathways and support continuity of care for clients.
6. Coordinate awareness, health promotion, and community outreach activities.
7. Maintain project records, databases, and monitoring tools, and contribute to routine reporting requirements.
8. Support routine activities and other functions of the SRH Department as assigned.

Duration

3 months from the signing of the contract.

Working Hours

The Program Officer will report to the office on a part-time basis for 4 hours, Sunday to Thursday. The role may require travel within the Maldives and occasional work outside regular office hours, depending on requirements.

Payment Schedule

A monthly payment of MVR 6000.00

Competencies

1. Strong communication and interpersonal skills.
2. Ability to work independently and within multidisciplinary teams.
3. Good organizational and coordination skills.
4. Ability to manage multiple tasks and priorities.
5. Strong analytical and problem-solving skills.
6. Commitment to confidentiality, safeguarding, and ethical practice.
7. Demonstrates respect for diversity and promotes stigma-free, non-discriminatory services.

Qualifications and Experience required

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1. Completion of O-Level or equivalent secondary education.
2. Relevant experience in community engagement and outreach, health promotion, awareness programs, youth or community engagement, or other health and social development activities.

3. Participation in relevant trainings related to sexual and reproductive health, health promotion, community outreach, counselling, psychosocial support, safeguarding, or other related areas will be an advantage.
4. Experience in supporting community-based activities, awareness sessions, trainings, workshops, or outreach programs.
5. Ability to engage and communicate effectively with individuals and communities from diverse backgrounds.
6. Ability to support basic data collection, record keeping, activity documentation, and reporting.
7. Basic computer literacy, including the ability to use Microsoft Office applications.
8. Willingness to travel within the Maldives and work outside regular office hours when required.

Interested candidates are requested to submit their CV, attested copies of relevant educational certificates, ID card copy, police certificate, job reference letters and covering letter addressed as:

Iyasha Leena
Chief Executive Officer
Society for Health Education
M.Kulunuvehi, 1st Floor, Buruzu Magu

You can either submit hardcopy to the reception or email to: hr@she.org.mv (please keep the subject heading name as "Application for Project Officer" when emailing.)

DEADLINE FOR SUBMISSION IS 18TH OCTOBER 2026 BEFORE 14:00 HRS

***Only Shortlisted Candidates will be contacted**

For more information please contact:

☎ 3029771/ 7989037

✉ hr@she.org.mv