

Information Sheet on Major Requirements of the Software Project to be designed to decentralize the processes carried out by Civil Service Commission

1. Interface should be web-based.
2. Database should be centralized.
3. Should have the capability to assign different roles to different users based on the level of access granted to users.
4. Should have the capability of managing cases received to the Commission as well as the line ministries, with the capability of attaching required documents to the cases.
5. Should contain modules capable of managing records of employees, jobs and their histories.
6. Should have the capability of generating documents both letters and chits in Maldivian local language (Dhivehi).
7. Should have mechanisms in place to update single records of employees or jobs as well as modules to handle bulk updates on a number of jobs or employees.
8. Should have a robust and comprehensive administrative module designed to roll back changes brought about to employee and job records when necessary.
9. Should have the ability to generate customized reports and means to transfer said reports onto MS Excel.
10. Design search engines with extensive searching capabilities.
11. The design should be compatible with the current database structure used by CSC.
12. Work closely with the Personnel, Modernization and ICT Section of CSC to produce an application that is user friendly as well as to align the end-product with the requirements set aside.
13. Conform to any other requirements that may not be mentioned within this document but are set aside by CSC during the requirements gathering phase for the project.
14. Provide extensive training to all types of users involved before deployment.
15. Enter into a service agreement for a period of 1 year after deployment.