

## Terms of Reference

<b>Designation:</b>	Assistant Inspection Officer
<b>Classification:</b>	Assistant Officer Gr. 1
<b>Rank:</b>	OP1
<b>Department:</b>	Collections and Compliance Department
<b>Division:</b>	Operations Division

### Reporting Relationships

The Assistant Inspection Officer will report to the Manager, Collections and Compliance and is expected to work closely with other departments of the Operations Division.

### Overall Responsibilities

The Assistant Inspection Officer will mainly assist with inspections and compliance-related works within the department.

### Scope of Work

- Assisting with the inspection of employers to ensure adherence to the Pension Act and Pension Regulations in filing pension contributions to Maldives Retirement Pension Scheme (MRPS).
- Assisting in ensuring that the information submitted in the Statement of Pension Contribution (SPC) is true and free from misstatements.
- Assisting in carrying out audits of employers who have not registered and do not submit SPC.
- Assisting in carrying out actions against employers who submit the pension payments late and take necessary follow up actions.
- Perform the duties related to audit of employers in on-site examinations, visits or investigations.
- Assisting in preparation and submission of inspection reports/documents.
- Assisting in conducting awareness/training programs for the employers and members of MRPS.

- Attending to phone calls, emails, etc. received relevant to employer inspection and compliance.
- Assisting other Departments during official events and functions organised by MPAO.
- Carrying out regular follow up on Non-compliant employers and Inspection Report timelines.
- Carrying out any other task required by the Department or the MPAO Management on a short term basis.

### **Qualification / Work Experience**

- A minimum of three “C” passes in GCE A’ Level examinations, and a “C” pass in Dhivehi Language in the Higher Secondary School Certificate (HSC) examinations.
- Preference will be given to candidates with experience in basic surveying, data collection and report preparation.
- Proficiency in using computer applications and Microsoft Office software package.
- Fluency in Dhivehi and English language.

### **Competencies and Skills**

- Should be a proficient user of the Microsoft Office package, specially Microsoft Word and Excel, with the necessary Thaana typing skills.
- Should have excellent communication skills in order to be able to deal effectively with personnel from the public and private sectors in person and over the phone.
- Should be able to multi-task and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.

Updated on 22 February 2017