

Terms of Reference

Post: Assistant Manager, Compliance

Department: Collections and Compliance

Division: Operations

Reporting Relationships

The Assistant Manager, Compliance (AMC) will report to the Manager, Collections & Compliance (MCC), and is expected to work closely with other department head and staff within the division.

Overall Responsibilities

AMC will be assisting MCC to organise and manage overall operations of the department.

Specific Duties

Specific duties of the AMC include the following:

- Ensuring that employers adhere to the Pension Act and Pension Regulations in filing Pension Contributions to Maldives Retirement Pension Scheme (MRPS).
- Ensuring that the information submitted in the Statement of Pension Contribution (SPC) is true and free from misstatements.
- Identification of employers and taking necessary actions against those who are not registered at MPAO.
- Taking necessary actions against employers whose pension contributions are in arrears.
- Yearly review of inspection process, including both random and targeted inspections, based on analysis of factors such as an employer's size, complexity and likelihood of non-compliance.
- Supervise and participate in on-site inspections. This includes travelling to islands.
- Update and closely monitor the non-compliance list and report to the MCC.
- Prepare and forward case files of non compliant employers to legal department.
- Exchange views, experiences and apply best practices to facilitate and improve the processes of compliance department.
- Provide on the job training to department staff.
- Follow the Pension Act and Regulations and SOPs set by the management in carrying out all responsibilities of the job.
- Participate in events organized by CCD/MPAO.
- Any other tasks that may be required by the Department or the MPAO management on a short term basis.
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Competencies

- Strong capacity to think in a logical, process-oriented manner.
- Should be able to work independently and take responsibility.

- Strong work ethics and a focus on problem solving.
- Maintain a high degree of professionalism in execution of job.
- Excellent time management skills, with the ability to deliver to deadlines in the face of challenging and logistical obstacles.
- Ability to resolve issues/problems and exercise sound judgment.
- Ability to prioritize and multitask.
- Maintain effective working relationships, respond well to stress, and have good communication and situational management skills.
- Maintain discipline among subordinates, motivate and treat them fairly.
- Strong verbal and written communication skills in both Dhivehi and English Language.
- Ability to communicate effectively and appropriately, prepare technical papers, concise reports and deliver presentations, etc.

Qualification / Work Experience

- University Degree or equivalent professional qualification in any of the following
 - Accounting
 - Finance
 - Auditing
 - Management
 - IT
- A minimum of 3 years of professional work experience in a related field.
- Experience in implementing operational procedures and leading a team.