

Terms of Reference

Designation:	Assistant Inspection Officer
Classification:	Assistant Officer Gr. 1
Rank:	OP1
Department:	Collections and Compliance Department
Division:	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