

## **Terms of Reference**

**Post:** Assistant Administrative Officer  
**Department:** Corporate Affairs  
**Division:** Corporate Affairs & Public Relations  
**Reporting:** Assistant Administrative Officer will report to the Head, Corporate Affairs.

### **Main Responsibilities:**

- Preparation, updating and maintenance of daily and monthly attendance reports and staff leave records.
- Maintenance and updating of staff information.
- Assisting in procurement of goods and services required by Pension Office.
- Maintenance and regular updating of asset inventory and stock.
- Making travel arrangements for overseas and local trips.
- Carrying out tasks related to the recruitment process for hiring new staff.
- Maintenance of office premises and assets.
- Maintenance of office file storage.
- Providing administrative support to all official functions and events organized by Pension Office.
- Performing any other relevant tasks assigned.

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