

**TERMS OF REFERENCE  
IT CONSULTANT**

**Type of contract:** Individual Contract  
**Commencement date:** 2018-10-01  
**End Date:** 2019-10-31

**1. Background**

The board of Maldives Pension Administration Office (Pension Office) recognizes the importance of a sound information strategy and information risk management framework to effectively manage processes that support key functions of Pension Office.

To assist in the overall decision-making process of the board, the board has made a decision to formulate a subcommittee of the board by the name of Innovation and Technology Committee (ITC). The committee is comprised of the following;

- Two members of the board
- CEO
- IT Consultant

**2. Duties and Responsibilities**

As the IT consultant, it is expected that the consult will make significant contributions to the ITC and provide advice to the board in the overall context of Pension Office IT strategy and IT risk management strategy, and in particular the following areas;

- 2.1. Critical review of IT strategy
- 2.2. Supporting Technology initiatives
- 2.3. Review of IT control environment and IT operational risk management process
- 2.4. Cyber security
- 2.5. Performance Monitoring and Management of IT strategy

### **3. Reporting Relationship**

The IT Consultant has to report the Board of Directors of Maldives Pension Administration Office

### **4. Qualifications & Experience**

- 4.1. Masters degree in the area of Information Technology or equivalent.
- 4.2. At least 10 years of professional experience with demonstrated contributions in the area of Information Technology or equivalent.
- 4.3. Minimum 5 years of experience in executive level in the area of Information Technology.

### **5. Tenure**

IT Consultant will be appointed for a period of one year.

### **6. Basis of Remuneration**

Sitting fee will be based on qualification and experience.

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