

Job Title:	Chief Executive Officer
Department:	Pension Office
Reports to:	Board Members of Pension Office
Responsibility Level:	Executive Committee – Level 1

KEY DUTIES AND RESPONSIBILITIES

The CEO reports directly to the Board of the Pension Office. Under the strategic direction of the Board, the CEO is responsible for the management of day to day operations of Pension Office.

Fully responsible for developing & implementation of strategic policies, planning resources, designing innovative ideas, supervising the operating budget as well as coordinating and communicating with the Board to bring changes that requires the improvement of MRPS and the basic Pension Scheme.

Responsible for overseeing all operations of Pension Office and manage an efficient staffing. Improve the current practices and increase efficiency & effectiveness of the Pension Office, while actively engaging in the process.

Interacting and updating with the Board Members, external and internal stakeholders.

Strategic Planning

- Plan and execute long term sustainable strategies in accordance with Pension Office strategies.
- Develop and implement Corporate Social Responsibilities events yearly with the approval of the Board.
- Participate as a member of the Executive Committee and assist in the development of the annual business plan.
- Prepare annually a detailed financial and operations budget by working closely with the Board.
- Review and develop policies to ensure Pension Office objectives are being maintained. Propose changes to procedures and policies by recommending to the Board with solutions that would be more beneficial to the development of Pension Office as a whole, keeping in mind best practices and legal obligations.
- Assist the Board with effective communication and reporting of financial performance to Government /or Public making the best use of information technology.
- Manage, negotiate, review and where necessary all contracts for Pension Office as directed by the Board, including but not limited to IT support, accounting, auditing and other services.
- Provide Strategic advice to the Board and the management team.

Financial Operations

- Ensure that all functions within the Pension Office is efficiently organized and managed and within the approved budget.
- Prepare monthly management accounts including a narrative report on budget variances.
- Review and arrange insurance for assets, professional indemnity, travel and events.
- Develop and implement a system of operations and procedures to ensure the integrity of accounting information and safe custody of assets, including procedures to eliminate and detect fraud or theft of organisation assets.
- Maintain records with respect to all Pension Office assets, financial and physical.
- Communicate with any operational issues. Provide them with professional financial advice and assistance to ensure proper financial standards are maintained.
- Establish and maintain a good working rapport with the stakeholders. Making sure professional finance reports are provided to them upon request and with approval from the Board.

Accounting & Control Procedures

- Manage the operations of the Pension Office, including the collection and reconciliation of pension contribution, the management of individual accounts, the investment of assets, and the payment of pension to both members of the defined contribution scheme and to recipient of the basic old -age pension.
- Implementation of Board decisions with respect to banking, custodial, asset management and other contractual financial arrangements, including maintenance of an administrative bank account for payment of day to day operating expenses as per the requirements and instructions in Pension Office financial rules and procedures.
- Be responsible for the development and implementation of the accounting and control procedures. Ensure all control systems and procedures in place are being followed through.
- Be responsible for the application of the internal accounting, cash control and internal check.
- Ensure company operates expenditure authorization procedures, including expenses reimbursement.
- Look for opportunities to improve systems, processes, and work practices within the Pension Office. Use best practices methods, reasonable cost figures and check range of suppliers.

Planning, Organising and Implementation:

- Operate, develop and monitor the performance and operational plans which support the overall objectives of the Pension Office.
- Development of the annual business plan and make recommendations for improvements to the Board.
- Maintain effective working relations with appropriate agencies of the government of the Maldives and other stakeholders.
- Driving institutional change and continued innovation through organisational transformation.
- Participate in the meetings of the Pension Office Board, its Investment Committee (IC), the Audit and Risk Management Committee(ARMC), the Remuneration and Nomination Committee (RNC), Innovation and Technology Committee (ITC) and other related bodies as and when required.
- Provide guidance to the employees of the Pension Office in managing public information on behalf of the organisation.
- Make Public appearance on behalf of the Pension Office.

Reporting & Administration

- Administrate the MRPS and Basic Pension Scheme.
- Report to the Board on a monthly basis about all actual and proposed Pension Office business.
- Responsible for providing administrative guidance to ensure effective and efficient functioning of the Investment Management functions of Pension Office.
- Direct the modernisation of administrative management of Pension Office through technologically based solutions.
- Be responsible for the overall date and information and key documents of the Pension Office.
- Provide Monthly / Weekly Reports as and when required to the Board and be responsible for the output of key documents, policies and reports.
- Report on performance of the Pension Office, providing strategic analysis.
- Compile consolidated annual reports for both internal and external audits.
- Approved and sign off on attendances and leaves as per the policy.
- Maintain effective institutional process and procedure to ensure data integrity and confidentiality.
- Response to inquiries from Board and the Pension Office Advisors.

Team & Team Development

- Monitor quality, timeliness and quantity of Pension Office teams.
- Ensure day to day manning and productivity of the Pension Office. Prepare weekly/fortnightly rosters for all the team, ensuring manning levels are in line with budget. Ensure departmental timesheets are signed on a prior to forwarding them to Human Resources at the completion of each month.
- Keep team motivation at a high level. Conduct regular department meetings to discuss team performance, focuses of the department to encourage general communication. Providing regular feedback to employees on performance and teamwork through counselling or coaching sessions.
- Train all the staff on standards required through the use of Formal Training Programs, Operational Checklists, Policies, Procedures, Product Specifications, on-the-job training sessions etc. and ensuring that these standards are adhered to at all times.
- Implement Talent Resources strategies and conduct interviews for the recruitment of new employees as appropriate.
- Operate a culture where working with others to achieve common goals with professionalism and integrity.
- Identification and development of a successor for the post of Chief Executive Officer of the Pension Office by the end of the contract term through the succession planning policy.

General

- Keeping updated on changes of developments and communicating such information to the entire team on an ongoing basis.
- Maintain premises for Pension Office.
- Maintaining excellent grooming and hygiene ensuring all grooming standards are met in relation to personal grooming and presentation.
- Ensuring compliance to relevant laws and regulations, process and procedures in operations of Pension Office
- Abide by all WorkPlace Health, Safety and Hygiene regulations at all times.
- Abide by the guidelines set out in the Risk Management of Pension Office.
- Carry out any other relevant tasks as assigned by the Board

Taking Responsibility:

- Always conduct business honestly, ethically and fairly. Keep sensitive information confidential
- Prioritise the workload effectively and be organised and structured at work
- Manage the time and pay attention to detail
- Always act with personal professionalism and integrity

Critical Qualifications

Bachelor's Degree in a related field with over 5 years of experience in senior management position. Highly motivated and ready to work extended hours, you are energetic, a continuous learner and possess a positive attitude. You are at ease with people, media friendly with confidence, passionately hands-on and driven by results. Relevant professional experience in the financial sector or investment institution.

Possess a strong and established a track record in developing and shaping complex long-term relationships with internal, external and business partners to deliver the set targets

Employee Acknowledgement

I have fully read and understood my role and responsibilities. I commit to perform all my duties and responsibilities with honesty and integrity.

Name

Date