



Head, Corporate Affairs

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Classification	Internal	Author	Shiufa Hussain
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1. INTRODUCTION

Post: Head, Corporate Affairs

Post Type: Full-time, Contract-based

Duration: Initial contract period shall be 1 year. The contract could be extended based on performance.

Department: Corporate Affairs Department

Division: Corporate Affairs and Public Relations Division

2. REPORTING RELATIONSHIPS

The Head, Corporate Affairs (HCA) shall report to the Chief Operating Officer (COO).

3. SCOPE OF WORK

Administration

- Preparing, implementing, reviewing and updating all policies and procedures related to administrative processes.
- Overseeing the provision of administrative support to all official (internal and external) functions and events.
- Overseeing the travel arrangements-related works for all official travels, local and overseas.
- Overseeing the maintenance of office premises.
- Overseeing the maintenance of physical document storages, and electronic document archives of all official documents.
- Overseeing the maintenance of all electronic equipment and appliances.
- Overseeing the document dispatch process.
- Preparing and compiling of Annual Report.



Procurement

- Preparing, implementing, reviewing and updating policies and procedures related to the procurement process.
- Overseeing the procurement of all goods and services required for the office.
- Overseeing the maintenance of stockroom, inventory, and register of fixed assets.
- Overseeing the maintenance of all records and documentation related to procurement.
- Managing the secretariat functions of the Procurement Committee.

Human Resource Management

- Preparing, implementing reviewing and updating policies and procedures related to Human Resource (HR) management processes.
- Overseeing and managing the main HR processes; recruitment, onboarding and offboarding, induction, performance appraisal, attendance management, leave management, remuneration, and benefits management, etc.
- Developing and implementing training and development programs for staff.
- Managing the HR system of Pension Office;
- Performing the role of the System Administrator.
- Liaising and coordinating with the software vendor with regards to maintenance and upgrading of the HR system.
- Providing training to staff on how to use the HR system.
- Ensuring that the data in the system are accurate and up to date.
- Liaising with Department Heads, and providing assistance and guidance in staff performance and discipline-related matters.
- Performing the responsibilities of the Board Remuneration and Nomination Committee Secretary.
- Performing the responsibilities of the HR Committee Secretary.
- Any other relevant tasks assigned by the COO.

4. QUALIFICATIONS

- A Bachelor's Degree or equivalent professional certification in the field of Business Administration, Human Resource Management or any other relevant field.

5. EXPERIENCE

- Minimum 3 years of work experience at senior management level in a relevant field



6. DESIRED SKILLS

- Excellent and effective communication both verbal and writing skills and the ability to prepare concise reports/presentations.
- Excellent interpersonal and team-building skills; ability to establish and maintain effective working relationships with people in an environment with sensitivity and respect of diversity and gender equality.
- Excellent staff management abilities and leadership skills
- Excellent time management skill
- Ability to delegate and execute tasks effectively

7. OTHER COMPETENCIES

- Sound judgment in decision making and problem-solving
- Ability to manage and prioritize multiple tasks/initiative
- Ability to deliver to the deadline in the face of challenging obstacles
- Organizational, management and administrative skills and experience are essentials
- Ability to lead and motivate employees

