

## TOR -Programmes Associate

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### Programmes Associate

#### 1. Introduction

**Post:** Programmes Associate

**Post Type:** Full time, on a contract basis.

**Classification:** Assistant Manager, Gr. 1

**Rank:** MM3

**Duration:** Initial Contract shall be 1 (one) year and Contract could be extended based on performance evaluation.

**Department:** Corporate Affairs

**Division:** Corporate Affairs and Public Relations

#### 2. Reporting Relationships

The Programmes Associate (PA) will report directly to the Chief Operating Officer (COO) and is expected to work closely with other Division Heads of Pension Office.

#### 3. Overall Responsibilities

The main responsibility of the PA will be to work closely to implement and report on the various programmes carried out in the Pension Office.

#### 4. Specific Duties




- carry out monitoring and review of SAP activities and prepare reports required to be sent to stakeholders.
- Liaise with all departments and prepare various management reports.
- Collect data on implementation progress of ongoing programs of the Pension Office prepare required reports.
- prepare monitoring reports on the implementation of the annual work plan of the institution.
- undertake research required to formulate discussion papers on development of various programmes
- assist in implementing and managing changes and interventions to ensure project goals are achieved.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Preparing and presenting Program reviews
- preparation of briefing notes and presentations when required

## 5. Minimum Qualifications / Work Experience

- A Bachelor's Degree or equivalent professional qualification in the area of business administration and management.
- A minimum of 3 years of progressive work experience, in a related area.
- Fluency in written and spoken Dhivehi and English language is essential.

## 6. Desired Skills and Competencies

- Excellent organizational, time management and strong interpersonal skills;
- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively with minimum supervision;
- Excellent and effective communication (verbal and written) skills, including the ability to prepare concise reports and deliver presentations, making and defending recommendations.
- Computer proficiency

