



## **Terms of Reference**

<b>Post:</b>	Assistant Administrative Officer
<b>Department:</b>	Corporate Affairs
<b>Post Type:</b>	Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)
<b>Classification:</b>	Assistant Officer Gr1
<b>Rank:</b>	OP1
<b>Division:</b>	Corporate Affairs and Public Relations

### **Reporting Relationships**

The Assistant Administrative Officer will report to the Head, Corporate Affairs

### **Overall Responsibilities**

The Assistant Administrative Officer will mainly be responsible to carry out tasks related to Procurement, and assist in carrying out administrative tasks. He/she will also assist in providing administrative support required by other departments of Pension Office

### **Scope of Work**

- Procurement of goods and services required by Pension Office
- Secretarial work of the Procurement Committee.
- Procurement related responsibilities identified in the procurement Manual.
- Maintaining and filling of all procurement related documents.
- Assist in maintaining and regular updating of asset inventory and stock.
- Providing procurement and administrative support to all official functions and events organized by Pension Office
- Office related maintenance works and secondary responsibilities of Admin and Human Resource Management.
- Performing any other relevant tasks assigned by the Head of Division or the Head of department.



Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhane Magu, Male', Maldives

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## Qualifications / Work Experience

- A minimum of three “C” passes in GCE A’ Level examinations, and a “C” pass in Dhivehi Language in the Higher Secondary Certificate examination.
- Proficiency in using computer applications specially Google Documents and Google Sheets
- Fluency in Dhivehi and English language.

## Competencies and Skills

- Should have experience in carrying out administrative tasks like writing letters, memos, announcements, etc. (in both Dhivehi and English), filing, taking minutes, arranging meetings, making travel arrangements, procuring items and services, etc.
- Should be able to prioritize tasks and handle multiple tasks simultaneously.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should have sound judgment in making decisions and in resolving issues/problems.
- Should be a proficient in using computer applications specialy Google Documents and Google Sheets, should be proficient in English and Thaana typing.

