

TERMS OF REFERENCE

1. Post Details:

Designation:	Assistant Administrative Officer
Post Type:	Temporary
Contract Duration:	Initial contract period shall be 6 (six) months. The contract may be extended based on the operational needs of the Pension Office.
Department:	General Services
Division:	Corporate Affairs

2. Reporting Requirements

The Assistant Administrative Officer (AAO) shall report to the Manager, General Services.

3. Overall Responsibilities

The AAO shall be responsible for carrying out works related to the document archiving function of the Pension Office.

4. Scope of Work

The AAO shall be responsible for the following tasks.

- Sorting of physical files and documents.
- Scanning of physical documents.
- Management of scanned digital documents.
- Logging scanned documents.
- Verifying scanned and logged documents.
- Discarding physical copies of digitized documents.
- Carrying out any other relevant tasks assigned by the Manager, General Services or the Pension Office Management.



5. Qualifications and Experience

- Completion of GCE O' Level.
- No prior work experience is required.

6. Desired Competencies

- Proficiency in using general computer applications.
- Ability to maintain confidentiality and security of information and documents.
- Ability to complete tasks with a high level of attention to detail, ensuring consistent accuracy and quality.
- Ability to collaborate and work effectively to achieve common goals
- Ability to work extended hours when necessary, exhibiting resilience in handling repetitive and meticulous tasks.
- Ability to multitask and work within a very tight schedule.
- Ability to work independently and effectively with minimal supervision.
- Ability to communicate effectively with team members.
- Fluency in written and spoken Dhivehi and English language.


