

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

## TERMS OF REFERENCE

### 1. Post Details:

<b>Designation:</b>	Director, Corporate Affairs
<b>Post Type:</b>	Permanent
<b>Contract Duration:</b>	Initial contract period shall be 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.
<b>Division:</b>	Corporate Affairs

### 2. Reporting Requirements

The Director, Corporate Affairs (DCA) shall report to the Head of the Corporate Affairs Division, and is expected to work closely with the Senior Management Team.

### 3. Overall Responsibilities

The DCA shall be responsible for overseeing the support services functions; general administration, procurement, human resource management and facilities management functions of the Pension Office, ensuring effective and smooth functioning of the internal operations of the organisation.

### 4. Scope of Work

- Provide leadership, strategic oversight and operational guidance to Department Heads of the General Services and Human Resources Departments.
- Oversee the preparation, implementation and periodic reviewing of policies and procedures related to procurement, human resource management, general administration and facilities management functions.
- Monitor and evaluate work processes, and implement effective measures to streamline and enhance support services functions.
- Oversee the preparation of the departmental budgets of the General Services Department and the Human Resources Department and work closely with the Financial Management Division in the preparation of the annual budget of the Pension Office.



- Oversee the preparation and implementation of the annual training plan.
- Oversee the preparation and implementation of the annual procurement plan.
- Oversee works related to official travel arrangements.
- Identify and implement measures to mitigate potential risks related to support services functions.
- Ensure organisational compliance with relevant laws and regulations related support services functions.
- Report to the Remuneration and Nomination Committee of the Board on human resource management related matters.
- Coordinate and work closely with the Senior Management Team to align support services initiatives with overall organisational strategies and objectives.
- Carry out any other relevant tasks assigned by the Head of Corporate Affairs Division or the Pension Office Management.

## 5. Qualifications and Experience

- A Master's Degree or equivalent professional qualification (MNQF level 9) in the field of business administration or management.
- A minimum of 4 (four) years of professional work experience at managerial level in a related field after obtaining Master's Degree or equivalent professional qualification.

OR

- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of business administration or management.
- A minimum of 6 (six) years of professional work experience at managerial level in a related field after obtaining Bachelor's Degree or equivalent professional qualification.

## 6. Desired Skills

- Knowledge of relevant laws and regulations related to support services functions.
- Knowledge of general principles, industry standards and best practices related to support services functions.
- Knowledge and understanding of the political, economic and social environment in the Maldives.
- Fluency in written and spoken Dhivehi and English language.



- Excellent and effective communication skills, including ability to prepare concise reports and presentations; and developing and defending recommendations.
- Sound judgement in making decisions and in resolving issues and problems.
- Strong leadership skills, and the ability to engage and motivate team members.
- Ability to collaborate effectively with others to achieve results.
- Excellent interpersonal skills, with the ability to establish and maintain effective working relationships with relevant stakeholders.
- Excellent organisational, time management and strong interpersonal skills.
- Ability to handle stress well and meet tight deadlines in the face of challenging obstacles.
- Ability to prioritise, multitask, and work flexibly.
- Ability to work independently and effectively with minimum supervision.
- Proficiency in using Google Workspace or Microsoft Office.



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