

## TERMS OF REFERENCE (TOR)

**Post:** Officer - SDFC Islamic

**No of Vacancies:** 01

**Post Type:** Full time

**Department:** SDFC Islamic Department

**Reporting to:** Manager - SDFC Islamic

### Key Tasks, Responsibilities, and Deliverables:

- Assist in drafting and reviewing product manuals, workflows, guidelines, and SOPs for Shariah compliant products.
- Assist in drafting and reviewing forms, templates, checklists, and marketing materials.
- Assist in drafting and reviewing agreements, reports, and supporting documents that are required for SDFC Islamic business operations.
- Assist in the secretariate function for the Shariah Committee of SDFC and required functional arrangements to accomplish their roles and responsibilities.
- Assist to fulfill statutory and regulatory requirements in obtaining various approvals, permissions, and licenses from relevant authorities.
- Analyze and research available products and services in the market and formulate Shariah-compliant solutions for the same.
- Conduct assessment on Shariah compliance in activities and operations of Islamic window including policies, procedures, documentation, and process requirements.
- Conduct the Shariah review of relevant business units and Shariah-compliant operations with rules and principles of Shariah, resolutions issued by the Shariah Committee, and guidelines issued by the Shariah Council of MMA.
- Compile, prepare and communicate review findings with relevant stakeholders.
- Assist in preparing management updates/reports, board memos, and statutory and regulatory reporting requirements.
- Attend queries from other business units and customers in relation to Shariah matters and its products.
- Assist in identifying training requirements of staff in relation to its Shariah compliant business and support in preparing and delivering required training sessions.
- Any other duties of the department that may be assigned from time to time.

### Requirements and Qualifications:

- Certificate Level 3 in relevant field.
- Minimum MQA level 5/6 qualification in relevant field (Islamic Economics, Islamic Banking/Finance, Shariah/ Shariah & Law, Fiqh Muamalat) with Minimum 1-year experience in relevant field.

### Competencies required:

- Analytical and research approach and proactive attitude in managing issues.
- Creative problem-solving skills.
- Proficiency in Microsoft Office applications.
- Excellent interpersonal and communication skills including verbal and written, with a strong emphasis on report writing and presentation capabilities.
- Superior attention to detail in addressing Shariah Compliance events.
- Strong time management and organizational skills and ability to meet deadlines.
- Strong moral code and sense of ethics.
- Familiarity with trade, economic development, and MSME sector in the Maldives.
- Ability to work independently with minimum supervision.

### Remuneration Package:

- Gross pay between MVR 12,500 – MVR 15,500 depending on the Qualification and Experience.

### Other benefits:

- Health Insurance as per company policy.
- Training and development opportunities.

### Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

### Documents required with the job application:

- Complete and **up-to-date** Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
  - **All international certificates must be accredited by MQA**
- Reference letters from current/ previous employers certifying **type of employment, job roles, and service period.**
- Recommendation letters from previous supervisors or employers (optional).

### How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-shariah-compliance-senior-assistant-officer> before **31<sup>st</sup> October 2022**, 14:00hours.

### Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified of the interview.

For inquiries, please contact us between 9:00 am to 14:00 pm via phone at 3026016 / 3026018 or email at [careers@sdfc.mv](mailto:careers@sdfc.mv)