



Number: TOR-2022/51-V1

Date: 25th December 2022

Terms of Reference

1. Introduction

Post: Director Corporate Affairs

Post Type: Permanent

Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.

Division: Corporate Affairs

2. Reporting Relationships

The Director Corporate Affairs (DCA) will report directly to the Chief Operating Officer (COO). The DCA is expected to work closely with the Executive and Senior Management Team of the Pension Office.

3. Overall Responsibilities

The DCA shall be responsible for overseeing, directing and managing all the functions of the Policy and Programs Department, General Services Department and the Human Resource Department.

The DCA shall be responsible for overseeing the development and implementation of strategies related to office administration and human capital development, in support of the overall strategic objectives of the Pension Office.

In addition, the DCA shall also ensure that the Pension Office has the proper policies, administrative procedures and processes in place to provide services of the highest standard.



Maldives Pension Administration Office, 8th Floor, Allied Building, Chaandhane Magu, Male', Maldives

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4. Specific Duties

Under the directions of the COO, the DCA shall perform the following responsibilities pertaining to the following Departments of Corporate Affairs Division:

Oversee the overall functions of Policy and Programs Department including (but not limited to) the following:

- Lead the policy and programs team in visioning and implementing innovative and sustainable strategies.
- Provide strategic oversight and operational guidance for the implementation of policies, programs and projects.
- Provide input to the senior management team related to planning and scheduling of Projects.
- Oversee and guide the programs team on the development of Policy Papers.
- Research and develop the required policy frameworks to strengthen the pension system. Conduct stakeholder consultations and validation meetings related to development and implementation of new policies and programs.
- Present policy and technical documents to the executive management for endorsement and adoption.
- Oversee the preparation, implementation and monitoring of the Strategic Plan and Organizational Key Results of the Pension Office.
- Preparation of various management reports.
- Ensure continuous collaboration with key stakeholders including national and international institutions and industry experts on policy development and execution.
- Oversee the CSR activities of organization.
- Oversee the overall functions of the General Services Department.
- Oversee the overall functions of the Human Resource Department.
- Manage changes and interventions to ensure organizational goals are achieved.
- Monitor costs and expenses and assist in the annual budgeting process.





- Provide leadership and direction to Heads and Managers of the Corporate Affairs Division. Any other tasks assigned by the Chief Operating Officer.

5. Minimum Qualifications / Work Experience

- A Bachelor's degree or equivalent professional qualification in the field of policy studies, public policy, social policy, sociology, demography or economics.
- 6 years of work experience at managerial level in a related field after attaining the Bachelor's degree or equivalent professional qualification.

OR

- A Master's degree or equivalent professional qualification in the field of policy studies, public policy, social policy, sociology, demography or economics.
- 4 years of work experience at managerial level in a related field after attaining the Master's degree or equivalent professional qualification.

6. Desired Skills and Competencies

- Fluency in written and spoken Dhivehi and English language is essential.
- Expertise and experience in development, planning and implementation of policies and programs is essential.
- Experience in the areas of human resource management and business administration would be an added advantage..
- Excellent organizational, time management and strong interpersonal and leadership skills.
- Attention to detail and proven ability to work independently and effectively with minimum supervision. Ability to manage and prioritize multiple tasks/initiatives.
- Ability to deliver to deadlines in the face of challenging and logistical obstacles.
- Organizational, management and administrative skills and experience is essential.
- Staff management abilities.
- Sound judgment in making decisions and in resolving issues /problems.



- Excellent and effective communication (verbal and written) skills, including ability to prepare concise reports and presentations making and defending recommendations.

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Pension Office

- Excellent interpersonal and team-building skills; ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity and gender equality.

