

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

Terms of Reference

Post: Assistant Manager, Executive Bureau

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.)

Department: Executive Bureau

Reporting Relationships:

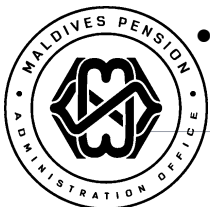
The Assistant Manager, Executive Bureau will report to the Head of Executive Bureau, and is expected to work closely with Executive Management and the Senior Management Team.

Overall Responsibilities

The Assistant Manager, Executive Bureau will assist the Head of Executive Bureau in providing all day to day administrative and executive support required by the Chief Executive Officer (CEO) and the Executive Management. In the absence of the Board Secretary, he/she is expected to take on the role of the Board Secretary.

Specific Duties

- Providing all day-to-day administrative support required by the CEO.
- Coordinating all appointments of the CEO.
- Coordinating with the General Services Department in making travel arrangements for all domestic and international travels of the CEO and the Board, including ticketing, visa applications, hotel bookings, and other related arrangements.
- To work closely with the Executive Management and Senior Management Team to arrange meetings and prepare briefing materials for the CEO and Board.
- Conducting research, preparing write-ups, reports, presentations and speeches, etc. as required of the department.



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- Taking minutes during Executive Management and Senior Management meetings wherever necessary, and circulating the minutes in a timely manner.
- Assisting the Head of Department to coordinate and make all necessary arrangements for Board and Board Committee meetings.
- Managing and filing all documents related to the Board, Board Committees, CEO, and Executive Management.
- Assisting the committee secretaries in arranging the meetings and maintaining all documents, decisions and minutes of the meetings.
- Assisting in conducting activities related to recruitment of new Board Members.
- Assisting in making arrangements to conduct the Board Induction Programme for new Board Members.
- Assisting the Head of Department in planning and executing the work assigned to the department.
- Regular review, update and maintain SOPs for the department.
- Carrying out other relevant tasks assigned by the CEO and the Head of Department.

Desired Skills and Competences:

- Maintain a high degree of integrity, professionalism and confidentiality in executing tasks assigned.
- Excellent time management skills, task prioritizing skills and the ability to multitask.
- Ability to deliver before deadlines in the face of challenging obstacles.
- Strong capacity to think in a logical and a process-oriented manner.
- Should be able to work independently, positively and constructively.
- Maintain effective working relationships, respond well to stress, have strong work ethics and situation management skills.
- Excellent and effective communication skills (Dhivehi and English language), including the ability to communicate effectively and appropriately.
- Ability to prepare concise reports and deliver presentations, etc.
- Should be familiar with the basic office applications, drafting correspondences (Dhivehi and English).



Qualifications and Experience

- A Bachelor's degree (MNQF level 7) or equivalent professional certification in the field of business administration or law.
- A minimum of 2 years of professional work experience in a similar role or in a related field, after completion of undergraduate degree or equivalent professional qualification.
- Preference will be given to candidates who have completed a professional Company Secretary Training programme.