



Aasandha Company Ltd
Tel: +960 301 1400
E-mail: jobs@asandha.mv

Fen Building, 3rd Floor, Male' 20375, Maldives
Fax: +960 301 3636
Website: www.aasandha.mv

TERMS OF REFERENCE

EXECUTIVE ASSISTANT

1. Background

Aasandha Company Limited is a state-owned enterprise tasked with the administration and execution of the National Social Health Insurance scheme. As a company, Aasandha is the administrator for the provision of healthcare financing for all Maldivians through registered service providers and ensures accessibility and affordability of health services to the public under the scheme.

2. Objective and Purpose:

Aasandha Company Ltd seeks to hire an Executive Assistant to ensure high-level administrative support is provided to the managing director by efficient handling of correspondence and coordination.

3. Key Tasks and Responsibilities

The Executive Assistant will be required to work closely with the Aasandha leadership and relevant departments.

The Executive Assistant will be required to:

- 3.1 Act as the point of contact between the managing director and internal/external clients.
- 3.2 Screen and direct phone calls and distribute correspondence.
- 3.3 Handle requests and queries appropriately.
- 3.4 Manage diary and schedule meetings and appointments.
- 3.5 Make travel arrangements.
- 3.6 Take dictation and minutes.
- 3.7 Produce reports, presentations, and briefs.
- 3.8 Handle, maintain and record keeping of all entry and dispatch documents of the Managing Director bureau.
- 3.9 Attend any and every task and assignment bestowed by immediate supervisor and Head of department.
- 3.10 Report to immediate supervisor and Head of department.

4. Qualification and Experience

- 4.1 Bachelor's Degree or equivalent in Business Administration or related field
- 4.2 Minimum 1 year of Experience in similar roles.
- 4.3 Previous experience in similar work will be prioritized.

4.4 Successful candidates must possess the following attributes.

- a. Enthusiasm and creativity
- b. Self-motivated
- c. Energetic and positivity
- d. Demonstrate excellence in maintaining confidentiality.
- e. High level of commitment

5. Commencement and Duration of Work

The successful candidate will be contracted for a period of 6 (SIX) months with the possibility of extension dependent on performance.

6. Remuneration Package

Net amount between MVR 20,000 - 23,000 per month

7. Application Submission

Interested candidates should submit the following.

7.1 CV

7.2 Copies of academic certificates (accredited)

7.3 Work experience letters (description of similar assignments, and experience in similar field of work)

7.4 Copy of National ID card

Applications should be submitted before June 27, 2023, at 1400hrs to jobs@asandha.mv or the address below:

Human Resources and Administration
Aasandha Company Ltd
Fen Building, 3rd Floor, Ameenee Magu,
Male, Republic of Maldives