

## TERMS OF REFERENCE (TOR)

<b>Post:</b>	Administrative Assistant
<b>No of Vacancies:</b>	01
<b>Post Type:</b>	Full time
<b>Department:</b>	Corporate and Legal Affairs
<b>Reporting to:</b>	Manager – Corporate and Legal Affairs

### Key tasks, responsibilities, and deliverables:

- Providing a full range of clerical and administrative support to the legal team.
- Responsible in handling the daily day to day tasks of Corporate and Legal Affairs
- Providing a full range of clerical and administrative support to the legal team.
- Obtain any relevant information/document required to prepare agreements and claims by coordinating with other departments.
- Managing and maintaining proper filing of agreements, court cases and all other correspondence and documents of legal unit.
- Assist in preparing documents such as documents required for litigation.
- Preparation of legal notices to clients.
- Preparing court case files, updating schedules for the meetings with clients and other stakeholders.
- Maintaining minutes of meetings which will be held with stakeholders and clients in a timely manner.
- Preparation of daily, weekly, monthly reports.
- Maintain entry and dispatch records of legal unit documents.
- Provide support for ad hoc requests as required by the Management.

### Requirements and Qualifications:

- GCE 'O' Level three 'C' pass and SSC Dhivehi pass with 3 years relevant experience
- Or,
- Certificate Level 3 in relevant field.

### Other Competencies required:

- Excellent written and verbal communication skills in both Dhivehi and English.
- Familiar with Microsoft Office applications.
- Problem-solving, and decision-making skills with the ability to adapt to change.

- Demonstrated job commitment and personal flexibility to meet changing expectations.
- Commitment to self-development and expansion of knowledge.

**Remuneration package:**

- Gross pay is between MVR 12,500 – MVR 13,500 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 valid National Identity Card.
- Copies of academic certificates with transcripts. **(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-administrative-assistant-2024> before **16 th January 2024, 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 for an interview.

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