

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

TERMS OF REFERENCE

Post: Pension Coverage Extension Officer

Post Type: Permanent

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

Department: Pension Coverage Extension

Division: Pension Services

Reporting Relationships:

The Pension Coverage Extension Officer shall report to the Manager, Pension Coverage Extension.

Overall Responsibilities:

The Pension Coverage Extension Officer shall be responsible for carrying out administrative, research support and outreach tasks related to pension coverage extension work within the department.

Scope of Work:

The Pension Coverage Extension Officer shall be responsible for carrying out specific tasks assigned from the following responsibilities to execute the work plan of the Pension Coverage Extension Department.

- Performing the duties related to pre and post engagements with stakeholders, employers and members; preparing documents, writing reports and following up on the information collected.
- Assisting in baseline research to identify pension coverage.



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

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- Undertaking outreach activities to collect information, conduct sessions and engage with stakeholders.
- Participating in on-site visits to employers and members to collect information for surveys within and outside the Greater Male' region.
- Arranging meetings with external stakeholders to gather information required for pension coverage extension.
- Planning and arranging logistics for outreach programs conducted to raise awareness on the Maldives Retirement Pension Scheme.
- Coordinating and collaborating with relevant departments in data collection and sharing; in implementing programs and activities
- Attending to queries received by the department via phone calls, emails, etc.
- Assisting other departments during official events and activities organized by the office.
- Any other relevant tasks assigned by the Department or Division Head.

In addition to the above, the Pension Coverage Extension Officer shall attend to any other tasks required by the Department or the Pension Office Management on a short-term basis.

Minimum Requirements:

- A Bachelor's degree (MNQF level 7) or an equivalent professional qualification in the field of economics, social policy, business administration or a related area.

OR

- A Diploma (MNQF level 5) or Advanced Diploma (MNQF level 6) or an equivalent professional qualification in the field of economics, social policy, business administration or a related area, with 1 year of relevant work experience in a related field.

Desired Skills and Competencies:

- Proficiency in using computer applications, specifically Microsoft Office or Google Workspace.
- Excellent communication skills, and fluency in written and spoken English and Dhivehi.
- Strong communication and presentation skills to effectively convey information to a varied audience.
- Committed to learning and development.
- Excellent organizational skills and attention to detail.



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- Time management skills with the ability to meet tight deadlines.
- Willingness to stay up-to-date with the latest industry trends and methods.
- Ability to multitask, with proven ability to work flexibly and independently.
- Positive attitude and excellent interpersonal skills.


