

## Terms of Reference

### 1. Introduction

**Post:** Senior Officer

**Type:** Permanent

**Department:** Secretariat Department

### 2. Remuneration

- Basic Salary: MVR 5550 (Five Thousand Five Hundred and Fifty)
- Service Allowance: 45% of basic salary
- Attendance Allowance: 35% of basic salary
- Overtime Allowance: 20% of basic salary

### 3. Position Overview

The Senior Officer will be responsible for providing support in various department related works, including attending to the Managing Director and Deputy Managing Director, maintaining documentations, and providing updates to other government entities. The individual in this role will work closely with the managers to ensure the effective and efficient delivery of daily tasks within the organization.

### 4. Reporting Relationship and Communication

The Senior Officer, will report directly to the Assistant Director, providing regular updates on ongoing activities, challenges, and achievements.

### 5. Key Responsibilities

Under the directions and guidance of the Assistant Director, the senior officer, will be undertaking the following responsibilities.

#### **Attending to Managing Director:**

- Assist in the coordination of weekly Senior Management Meetings and following up on the tasks that are assigned during the meeting.
- Coordinate and schedule meetings and appointments for Managing Director and Deputy Managing Director.
- Making travel arrangements and participating in the travel when required.

#### Entry Dispatch:

- Documenting all meeting minutes for all meetings attended by the Managing Director.
- Monitoring all incoming and outgoing letters and mails.
- Designating incoming letters and mails to relevant departments and following up on deadlines.
- Documenting and filing all incoming and outgoing memos, circulars, and fax messages.
- Ensuring discretion of confidential data and information of the company.

#### Monitoring:

- Collecting major projects updates from relevant departments and providing them to Managing Director as well as external parties upon request.
- Filing and maintaining track of all the updates provided to external parties.
- Ensuring discretion of confidential data and information of the company.

### 6. Education and Experience

- Ability to perform the tasks required of the position and completed GCE O'Level with passes in 05 subjects.
- Ability to work long hours and in good health.

### 7. Skills and Competencies

- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- Excellent time management skills.
- Flexibility and openness to change.
- Proficient with Microsoft Office package.
- Fluency in written and spoken Dhivehi and English language is essential.
- Ability to organise and prioritize.

-----