

TERMS OF REFERENCE

Post: Assistant Officer, Bureau

Reporting relationship: Director, Operations and Human Resources

Gross Salary: MVR 10,925

OVERALL OBJECTIVES:

The Assistant Officer will provide administrative and operational support to ensure the smooth functioning of the Bureau of Fahi Dhiriulhun Corporation. They will assist in coordinating activities, handling documentation, and facilitating communication within the bureau.

KEY RESPONSIBILITIES:

1. Administrative Support:

- Assist in managing the day-to-day administrative tasks of the bureau.
- Maintain organized filing systems for documents, reports, and correspondence.
- Schedule and coordinate meetings, appointments, and travel arrangements for bureau staff.
- Prepare agendas, take minutes, and distribute meeting materials as required.
- Handle incoming and outgoing correspondence, including emails, letters, and phone calls.

2. Operational Support:

- Assist in monitoring and evaluating the implementation of projects and programs within the bureau.
- Provide logistical support for events, workshops, and training sessions organized by the bureau.
- Coordinate with relevant departments and stakeholders to ensure timely completion of tasks and deliverables.
- Assist in drafting reports, presentations, and other documentation as needed.

3. Documentation and Reporting:

- Assist in preparing and maintaining project documentation, including progress reports, budgets, and procurement records.
- Compile data and information for regular and ad-hoc reports to management and external stakeholders.
- Ensure accuracy and completeness of documentation and reports before submission.

4. Communication and Liaison:

- Serve as a point of contact for internal and external inquiries related to the bureau's activities.
- Facilitate communication and collaboration among team members and stakeholders.
- Liaise with other departments, government agencies, and partners as necessary.

REQUIREMENTS

1. 5 passes in GCE O'Level
2. Previous experience in administrative or operational support roles preferred.

Skills and Competencies

1. Strong organizational and time management skills with the ability to multitask and prioritize workload effectively.
2. Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
3. Proficiency in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
4. Knowledge of administrative procedures, record-keeping, and documentation management.
5. Attention to detail and a high level of accuracy in work output.
6. Ability to maintain confidentiality and handle sensitive information with discretion.