



## **Terms of Reference**

### **1. Introduction:**

<b>Post:</b>	Administrative Officer
<b>Post Type:</b>	Permanent
<b>Contract Duration:</b>	Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)
<b>Department:</b>	General Services Department
<b>Division:</b>	Corporate Affairs Division

### **2. Reporting Relationships:**

The Administrative Officer will report directly to the Manager, General Services.

### **3. Overall Responsibilities:**

The Administrative Officer will primarily be responsible for carrying out tasks related to the office administration function of the General Services Department.

The Administrative Officer will also assist with carrying out tasks related to the procurement function of the General Services Department. Additionally, the Administrative Officer will assist with carrying out tasks related to other departments of the Corporate Affairs Division.

### **4. Specific Duties:**

- Planning, coordinating and providing administrative support at all official (external and internal) events, meetings, training, celebrations, and other activities.
- Planning, coordinating and carrying out tasks related to making travel arrangements for all official travel needs, both local and overseas.
- Coordinating and carrying out tasks related to providing relevant travel allowances for staff travelling on official trips and trainings (local and overseas).
- Coordinating and carrying out tasks related to procurement of goods and services required for day-to-day activities.
- Coordinating and carrying out tasks related to stock and inventory management.



- Coordinating and carrying out tasks related to asset management and maintenance.
- Coordinating and carrying out tasks related to property management, security and safety.
- Coordination of the document management and dispatch process.
- Managing the admin email and dispatching documents via GEMS (e-Government platform).
- Publishing advertisements on the Government Gazette, Pension Office website and other platforms as required.
- Assisting with the preparation, revision and implementation of policies and SOPs related to the General Services Department.
- Performing any other relevant tasks assigned by the Manager, General Services or Director, Corporate Affairs.

## 5. Qualifications and Experience

- A Bachelor's degree (MNQF level 7) or an equivalent professional qualification in the field of 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 business administration or a related area, with 1 year of relevant work experience in a related field.

## 6. Desired Competencies

- Should have excellent communication skills, and be fluent in written and spoken English and Dhivehi.
- Should be able to multitask and work within tight schedules.
- Should also be able to maintain effective working relationships, and have good communication and situation management skills.
- Should be willing to learn new things, and be a fast learner.
- Should be able to complete tasks with a high level of attention to detail.
- Should demonstrate strong work ethic and organisational skills.
- Should have a good attitude, pleasant personality and excellent interpersonal skills.
- Should be proficient in using basic computer applications, and should be proficient in using computer applications, specifically Microsoft Office or Google Workspace.

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