

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

TERMS OF REFERENCE

1. Introduction:

Post: Coordinator, Pension Awareness and Education

Post Type: Permanent

Contract Duration: 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: Public Relations Department

Division: Stakeholder Relations Division

2. Reporting Relationships:

Coordinator, Pension Awareness and Education (CPAE) shall report to the Director, Stakeholder Relations.

3. Overall Responsibilities:

The CPAE shall be responsible for design and implementation of effective programs/campaigns to increase awareness on pension schemes and services of the Pension Office.

The CPAE shall work closely with other departments of the Stakeholder Relations Division.

4. Scope of Work:

- Design, develop and implement pension awareness and education programs/campaigns.
- Design and develop pension awareness/educational materials and resources.
- Identify and evaluate public information, awareness and outreach requirements.
- Monitor and evaluate the effectiveness of awareness programmes.



- Work in collaboration with industry representatives, special interest groups, media, government organisations and employers to increase pension awareness and financial literacy in the Maldives.
- Contribute to development and implementation of awareness and outreach policies, procedures, standards and guidelines.
- Perform any other relevant tasks assigned by the Director, Stakeholder Relations.

5. Qualification and Experience:

- A Bachelor's degree (MNQF level 7) or an equivalent professional qualification in any discipline.

Note:

Preference may be given to candidates with:

- Educational qualification in the field of public relations, mass communication or journalism.
- Experience in any of the following fields, advocacy, awareness and outreach, marketing, communication, and media relations.

6. Desired Skills and Competencies:

- Excellent and effective communication (verbal and written) skills, in Dhivehi and English languages.
- Excellent public speaking and presentation skills.
- Excellent organisational skills and attention to detail.
- Ability to manage and prioritise multiple tasks and initiatives.
- Time management skills.
- Willingness to learn and develop new skills.

