

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

Terms of Reference

Position:	Graduate Trainee
Specialization:	Public Relations
Duration:	12 months (1-year contract)
Department:	Public Relations

Overall Responsibilities:

The Graduate Trainee will gain practical experience and contribute to public relations (PR) and communication activities that promote the Pension Office's services and initiatives.

Specific Tasks:

Public Relations Support:

- Assist in developing and campaigns to promote the Pension Office's programs and initiatives.
- Support the creation and distribution of PR materials.
- Coordinate and manage media relations

Content Creation:

- Develop engaging content for various communication channels, including press releases, articles, and social media posts.
- Collaborate with graphic designers and content creators to produce high-quality visuals and multimedia content.

Event Management:

- Assist in planning and organizing events, workshops, and seminars aimed at increasing public awareness of the Pension Office's programs.



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

www.pension.gov.mv

[/pensionoffice](https://www.facebook.com/pensionoffice)

1441

+960 3309908

info@pension.gov.mv

- Provide logistical support for events, including venue setup, registration, and participant coordination.

Research and Analysis:

- Conduct research to identify PR opportunities and trends.
- Analyze the effectiveness of PR campaigns and provide recommendations for improvement.

Minimum Requirements

- A Bachelor's degree in public relations, communications, or a related field.

Desired Skills and Competencies:

- Strong written and verbal communication skills.
- Familiar with media relations and digital communication tools.
- Strong problem-solving abilities and attention to detail;
- Ability to multitask, to work flexibly and meet tight deadlines;

.....

