



## TERMS OF REFERENCE

**Post:** Director – Maldives Monetary Authority Training Institute

**Rank:** Executive Director

**Post Type:** Permanent

**Reporting Relationships:** Deputy Governor

### **Job\_summary:**

Overall in-charge of the Maldives Monetary Authority Training Institute.

### **Roles and Responsibilities**

- Formulate, review, implement, and monitor policies and procedures related to the functioning of the Training Institute.
- Identify need-based training, seminars, and workshops required for MMA and Financial institutions.
- Select and manage resources and budget to develop and deliver training.
- Design, develop, review, and approve the curriculum of the programs offered by the Institute.
- Liaise with other central banks and training institutes to obtain required resource persons and conduct required trainings.
- Ensure a conducive learning and teaching environment for the trainees and trainers.
- Assure the quality and relevance of training programs.
- Ensure the accreditation standards are met for the certification programs offered by the Institute.
- Manage and evaluate all activities conducted by the Institute.
- Ensure continuous improvement of the Institute's services by identifying and developing resources needed to enhance and support service excellence.
- Ensure smooth operation of the Institute in compliance with laws and regulations.
- Represent the MMA in local and international forums and participate in meetings with stakeholders related to the work of Training Institute.
- Perform additional duties assigned by the Governor.

## Job Specification

- Qualification:
    - A Bachelor's Degree or equivalent in the field of Human Resource Management, Education, Curriculum Development, or a related field and;
    - A Masters Degree in a relevant field.
  
  - Experience:
    - A Minimum 5 years' experience in a related field, and;
    - A Minimum of 3 years' experience in managerial level positions or demonstrated leadership qualities.
  
  - Desired Skills and Competencies:
    - In depth Understanding of traditional and modern training methods.
    - Ability to lead a team.
    - Strong problem solving and professional judgment skills.
    - Outstanding verbal and written communication, multitasking and presentation skills.
    - Familiarity with legal and regulatory framework of related fields.
    - Excellent interpersonal skills.
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