



Terms of Reference

1. Introduction:

Post:	Administrative Officer
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:	General Services Department
Division:	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 administration, maintenance, travel and logistics management functions of the General Services Department.

The Administrative Officer will also assist with tasks related to the procurement function of the General Services Department.

4. Specific Duties:

- Plan, coordinate and carry out tasks related to making travel arrangements for all official travel needs, both local and overseas.
- Carry out tasks related to procurement of goods and services required by the office.
- Carry out tasks related to stock and inventory management.
- Carry out tasks related to asset management and maintenance.
- Carry out tasks related to property management, and workplace security and safety.
- Coordinate works related to cleaning, repair and maintenance of office premises.
- Provide administrative support at all official (external and internal) events, meetings, training, celebrations, and other activities.



- Carry out tasks related to dispatching documents physically and via GEMS (e-Government platform).
- Publish advertisements on the Government Gazette, Pension Office website and other platforms as required.
- Performing any other relevant tasks assigned by the Department or Division In-Charge.

5. Qualifications and Experience

- A Bachelor's degree (MNQF level 7) or an equivalent professional qualification in any field.
- No prior work experience is required. However, preference may be given to candidates with professional work experience in areas such as procurement, travel and logistics planning and management.

6. Desired Competencies

- Should have excellent communication skills, and be fluent in written and spoken English and Dhivehi.
- Should be able to undertake a varied workload, within tight schedules.
- Should be able to maintain effective working relationships, and problem-solving skills.
- Should be a fast learner and develop skills quickly.
- Should be able to complete tasks with a high level of attention to detail.
- Should demonstrate strong work ethic and organisational skills.
- Should have excellent interpersonal skills.
- Should be proficient in using basic computer applications including Microsoft Office or Google Workspace.


