

TERMS OF REFERENCE

1. POST DETAILS

Post:	Assistant Administrative Officer
Post Type:	Temporary
Contract Duration:	12 (twelve) months. (The contract may be extended based on operational needs and performance.)
Department:	Human Resources
Division:	Corporate Affairs

2. REPORTING RELATIONSHIPS

The Assistant Administrative Officer will report to the Manager, Human Resources.

3. OVERALL RESPONSIBILITIES

The Assistant Administrative Officer will primarily be responsible for carrying out administrative tasks related to the human resource management function of the Pension Office. Additionally, the Assistant Administrative Officer will assist in carrying out tasks related to the general services function as required.

4. RESPONSIBILITIES

- Providing administrative support with the recruitment process, including application screening, coordinating interview panel meetings, scheduling interviews, communicating with candidates, onboarding, etc.



- Drafting internal documents, including General Service Requests, petty cash forms, external correspondence, such as reference letters.
- Assisting with the attendance management process.
- Assisting in planning and conducting team employee engagement and team building activities.
- Assisting in the maintenance of accurate and up-to-date staff information and personnel folders as per the required standards.
- Providing administrative support during official activities, including meetings, events and trainings, etc. organised by the Pension Office.
- Assisting with the procurement of goods and services, such as obtaining quotations and communicating with vendors.
- Assisting with travel arrangements and logistics coordination, such as obtaining ticket reservations, visas, etc.
- Assisting with stock and inventory management.
- Performing any other relevant tasks assigned by the Director, Corporate Affairs.




5. QUALIFICATION AND EXPERIENCE

- Completion of GCE A' Level or equivalent qualification (MNQF level 4).

Note: Preference may be given to candidates with prior work experience in the field of human resources or office administration.



Maldives Pension Administration Office

 Allied Building, 8th Floor, Chaandhanee Magu, Malé, 20156, Maldives
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6. DESIRED SKILLS AND COMPETENCIES

- Proficiency in using standard computer applications, specifically Microsoft Word and Excel or Google Docs and Sheets.
- Fluency in both spoken and written Dhivehi and English.
- Positive attitude and willingness to learn.
- Strong work ethic with a commitment to meeting deadlines and delivering quality work.
- Strong organisational and time management skills, with the ability to multitask effectively.
- Excellent communication and interpersonal skills to effectively communicate and maintain effective working relationships.
- Ability to maintain integrity, professionalism, and confidentiality.



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