



MALDIVES
PENSION OFFICE

TERMS OF REFERENCE

1. Post Details:

Designation:	Assistant Pensions Officer
Post Type:	Temporary
Contract Period:	Initial contract shall be for a period of 1 (one) year.
Department:	Pensions and Benefits
Division:	Pension Services

2. Reporting Requirements

The Assistant Pensions Officer shall report to the Head of Pensions and Benefits.

3. Overall Responsibilities

The Assistant Pension Officer shall be engaged in assisting in all pensions and claims related works.

4. Specific Responsibilities

- Perform necessary checks and process benefit claims submitted by the members and institutions.
- Process applications for various benefits offered to members of the Maldives Retirement Pension Scheme (MRPS) including Housing Collateralization and Obligatory Hajj.
- Carry out all necessary tasks to dispatch notifications relevant to the department.
- Monitor and follow up on notifications by contacting relevant personnel and institutions.



Maldives Pension Administration Office

Allied Building, 8th Floor, Chaandhane Magu, Malé, 20156, Maldives
1441 +960 3309908 info@pension.gov.mv pension.gov.mv



- Manage and maintain details and relevant data for all communications and correspondences.
- Attend to overpayment recovery cases, including contacting the referees/family members for recovery.
- Assist other departments during official events and functions organised by the Pension Office.
- Perform any other duties assigned by the Head of Pensions and Benefits.

5. Qualifications and Experience

- Completion of GCE A' Level or equivalent qualification (MNQF level 4).
- No prior work experience is required. However, preference may be given to candidates with relevant work experience.

6. Desired Competencies

- Proficiency in using computer applications, particularly Google Workspace and Microsoft Office.
- Fluency in both written and spoken English and Dhivehi.
- Strong communication skills, with the ability to engage effectively with various stakeholders.
- Commitment to continuous learning and professional development.
- Ability to multitask and work efficiently under tight deadlines.
- Demonstrate attention to detail to uphold accuracy and ensure high-quality outcomes in task completion
- Positive attitude and excellent interpersonal skills to foster teamwork and collaboration.



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