

Terms of Reference

TERMS OF REFERENCE

1. Post Details:

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

2. Reporting Requirements

The Assistant Collections and Compliance Officer shall report to the Head of Collection and Compliance.

3. Overall Responsibilities

The Assistant Collection and Compliance Officer shall be engaged in assisting in all pension contribution collection and compliance-related works.

4. Specific Responsibilities

- Carry out tasks related to pension contribution collection and reconciliation, and attend to any related issues.
- Carry out inspection of employers and perform related tasks, including preparing inspection documents, drafting reports and following up on necessary actions.



- Carry out required actions against non-compliant employers, including issuing notices and carrying out follow ups.
- Prepare case summaries required to take legal actions against non-compliant employers.
- Arrange negotiation meetings with non-compliant employers.
- Conduct awareness/training programs for the employers and members of MRPS.
- Liaise with employers to facilitate the recovery of outstanding pension contributions through structured dunning processes and effective follow-up communication.
- Assist other departments during official events and functions organised by the Office.
- Carry out any other relevant work assigned by the Head of Department/Division.

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, specifically Google Workspace or Microsoft Office.
- Fluency in written and spoken English and Dhivehi.
- Excellent communication skills.
- Commitment to continuous learning and development.
- Ability to multitask and work efficiently within tight schedules.
- Demonstrate a high level of attention to detail in completion of tasks.
- Positive attitude with exceptional interpersonal skills.



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