

TERMS OF REFERENCE

1. Post Details:

Designation:	Assistant Archives Associate
Post Type:	Temporary
Contract Duration:	Initial contract period shall be 12 (twelve) months. The contract may be extended based on the operational needs of the Pension Office.
Department:	Registration and Records
Division:	Pension Services

2. Reporting Requirements

The Assistant Archives Associate shall report to the Head of Registration and Records.

3. Overall Responsibilities

The Assistant Archives Associate shall be responsible for carrying out works related to the document archiving function of the Pension Office.

4. Scope of Work

The Assistant Archives Associate shall be responsible for the following tasks.

- Sorting of physical files and documents.
- Scanning of physical documents with appropriate file naming and metadata.
- Maintaining scanned documents log.

- Verifying the accuracy and completeness of scanned and logged documents.
- Discarding physical copies of digitized documents.
- Carrying out any other relevant tasks assigned by the Department.

5. Qualifications and Experience

- Completion of GCE O' Level.
- No prior work experience is required.

6. Desired Competencies

- Proficiency in using general computer applications.
- Ability to maintain confidentiality and security of information and documents.
- Ability to complete tasks with a high level of attention to detail, ensuring consistent accuracy and quality.
- Ability to collaborate and work effectively to achieve common goals.
- Ability to work extended hours when necessary, exhibiting resilience in handling repetitive and meticulous tasks.
- Ability to multitask and work within a very tight schedule.
- Ability to work independently and effectively with minimal supervision.
- Ability to communicate effectively with team members.
- Fluency in written and spoken Dhivehi and English language.



