

TERMS OF REFERENCE

1. Post Details:

Post:	Board Secretary
Department:	Executive Bureau
Contract Period:	Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance, upon completion of one year.

2. Reporting Requirements

The Board Secretary reports directly to the Board, through the Chairperson. This role is functionally independent of the Chief Executive Officer and Management, to preserve the Board's oversight role.

3. Overall Responsibilities

The Board Secretary provides secretarial, legal, and governance support to the Board, ensures the Board operates within its statutory and regulatory mandate, safeguards the integrity of Board proceedings and records, and represents the Board on governance and legal matters when required, including liaison with the regulatory authorities.

4. Main Responsibilities

- Advise the Board and individual Board members on governance duties, statutory obligations, conflicts of interest, and regulatory compliance.
- Plan, convene, and manage the Board and Board committee meetings calendar, ensuring proper notice, quorum, and procedure.
- Certify Board minutes as the official record and ensure timely circulation, approval, and safe custody.

- Ensure Board decisions are properly documented, communicated to Management for execution, and tracked to completion.
- Act as the custodian of Board policies, charters, resolutions, and the Board's governance framework, ensuring these remain current and legally sound.
- Represent the Board in dealings with the regulatory authorities, external counsel, and other stakeholders where the Board requires representation.
- Provide independent legal opinion to the Board where matters intersect with the Pension Act and all other relevant Laws and Regulations..
- Manage Board member induction, ongoing governance training, and evaluation processes.
- Oversee the work of the Assistant Board Secretary.
- Carry out any other relevant tasks assigned by the Board or Chairperson.

5. Qualifications and Experience

- A Master's Degree in the field of Law or Shariah and Law (MNQF level 9).
- A minimum of 3 (three) years of professional work experience at managerial level in the legal field since obtaining the license to practise law.

OR

- A Bachelor's Degree in the field of Law or Shariah and Law (MNQF level 7).
- A minimum of 5 (Five) years of professional work experience at managerial level in the legal field since obtaining the license to practise law.

**Preference may be given to candidates who have prior exposure to board governance, company secretarial practice, or regulatory/legal advisory work, preferably within a regulated financial institution or public-sector entity.*

6. Desired Skills and Competencies

- Strong working knowledge of Maldivian company law, pension-sector regulation, and public-entity governance frameworks.



Maldives Pension Administration Office

📍 Allied Building, 8th Floor, Chaandhanee Magu, Malé, 20156, Maldives
 ☎ 1441 📞 +960 3309908 ✉ info@pension.gov.mv 🌐 pension.gov.mv



- Sound judgement and the ability to advise independently, including where advice may not align with Management's preference.
 - Excellent minute-taking, drafting, and legal-writing skills.
 - High level of integrity, discretion, and confidentiality.
 - Strong interpersonal skills, with the ability to manage relationships across the Board, Management, and external parties without compromising independence.
 - Fluency in both Dhivehi and English.
-



Maldives Pension Administration Office

📍 Allied Building, 8th Floor, Chaandhanee Magu, Malé, 20156, Maldives

☎ 1441

📞 +960 3309908

✉ info@pension.gov.mv

🌐 pension.gov.mv

