



TERMS OF REFERENCE

1. Post Details

Designation:	Director, Corporate Services
Post Type:	Permanent
Contract Duration:	Initial contract period shall be 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.
Division:	Corporate Affairs

2. Reporting Requirements

Reports to:	Chief Operating Officer
Direct Reports:	Manager, Human Resources Manager, Training and Engagement Manager, General Services

3. Scope of Work

The DCS will be responsible for overseeing Human Resource management, Procurement and General Services functions of the Pension Office, including facilities management, asset and inventory management, local and overseas travel arrangements, and logistics management; ensuring the effective and efficient operation of the organisation's support services functions.



Maldives Pension Administration Office

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



4. Main Responsibilities

- Oversee all operations of the Human Resources and General Services Departments, and provide direction and guidance to Department Heads.
- Oversee the development, implementation and periodic reviewing of policies, procedures and guidelines related to Human Resources, Procurement and General Services functions.
- Drive process improvement by leveraging technology, identifying innovative solutions, and adopting best practices to improve efficiency and effectiveness of business processes.
- Identify and implement measures to mitigate potential risks related to Human Resources, Procurement and General Services functions.
- Ensure organisational compliance with relevant laws and regulations related Human Resources, Procurement and General Services functions.
- Report to the Remuneration and Nomination Committee of the Board on Human Resource related matters.
- Oversee the preparation of the departmental budgets of the General Services Department and the Human Resources Department and work closely with the Finance Division in the preparation and implementation of the annual budget.
- Prepare and present papers, reports, analyses, and recommendations to the Management on matters relating to Human Resource Management, Procurement and General Services functions.
- Coordinate and work closely with the Management Team to align initiatives undertaken with overall organisational strategies and objectives.
- Carry out any other relevant tasks assigned by the Chief Operating Officer or the Management.



Maldives Pension Administration Office

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



5. Qualifications and Experience

Minimum Requirements

- A Master's Degree or equivalent professional qualification (MNQF level 9) in the field of business administration or management.
- A minimum of 4 (four) years of professional work experience at managerial level in a related field after obtaining Master's Degree or equivalent professional qualification.

OR

- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of business administration or management.
- A minimum of 6 (six) years of professional work experience at managerial level in a related field after obtaining Bachelor's Degree or equivalent professional qualification.

Preferred Additional Requirements

- Experience serving on internal committees, such as the Human Resources Committee and Procurement Committee.
- Proven experience developing policies and procedures related to Human Resource Management, Procurement, and General Services functions.
- Experience in implementation of Human Resource Information Systems (HRIS) or Procurement Management Systems or Enterprise Resource Planning (ERP) systems would be an added advantage.

6. Desired Skills and Competencies

- Strong knowledge of relevant laws and regulations related to the Human Resource Management and Procurement field.



Maldives Pension Administration Office

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



- Knowledge of general principles, industry standards and best practices related to Human Resource Management, Procurement, and General Services functions.
- Technology-oriented with a proven ability to identify and implement digital solutions that improve operational efficiency, streamline processes, and enhance service delivery.
- Strong leadership skills, and the ability to engage and motivate team members.
- Sound judgement in making decisions and in resolving issues and problems.
- Ability to handle stress well and meet tight deadlines in the face of challenging obstacles.
- High level of proficiency in written and spoken Dhivehi and English languages.
- Good understanding of the political, economic and social environment in the Maldives.
- Excellent and effective communication skills, including ability to prepare concise reports and presentations; and developing and defending recommendations.
- Excellent interpersonal skills, with the ability to establish and maintain effective working relationships with stakeholders and collaborate effectively to achieve organisational objectives.



Maldives Pension Administration Office

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

