

TERMS OF REFERENCE

1. Post Details:

Post:	Assistant 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 and Evaluation

The Assistant Board Secretary reports to the Board Secretary.

3. Overall Responsibilities

The Assistant Board Secretary supports the Board Secretary in the legal and administrative functioning of the Board, with particular responsibility for accurate minuting of Board and committee proceedings, maintenance of the Board's legal and governance records, and legal and Shariah-related research — while developing supervised exposure to board-level governance, regulatory, and Shariah-compliance practice within the pension sector.

4. Main Responsibilities

- Prepare draft minutes of Board and committee meetings for the Board Secretary's review and certification.
- Maintain the Board's document register, resolution log, policy library, and statutory records.
- Conduct legal and regulatory research to support the Board Secretary's advice to the



Board, including research on Shariah-compliance considerations where relevant to Board decisions.

- Liaise, where required, with the Shariah Advisory Committee or equivalent function on matters referred by the Board.
- Assist in preparing Board packs, agendas, and supporting papers ahead of meetings.
- Track action items arising from Board decisions and follow up on status with the Executive Assistant and relevant departments.
- Assist with drafting correspondence, governance policies, and procedural documents under the Board Secretary's guidance.
- Support the Board Secretary in liaising with the regulatory authorities and external legal counsel as directed.
- Carry out any other relevant tasks assigned by the Board Secretary.

5. Qualifications and Experience

- A Bachelor's Degree (MNQF level 7) in Law or Shariah and Law.
- A minimum of 3 (three) years of professional work experience, in any field.

**Preference may be given to candidates who have a Master's Degree (MNQF level 9) in Law or Shariah and Law, and have the institutional knowledge of the Pension Office's governance structure, internal policies, products, and key stakeholders.*

6. Desired Skills and Competencies

- Strong drafting, note-taking, and organisational skills, with close attention to accuracy and detail.
- Sound working knowledge of legal terminology, company law fundamentals, and governance documentation, complemented by an understanding of Shariah principles relevant to pension and financial-sector operations.

Ability to handle sensitive and confidential information with discretion.



- Institutional awareness – understanding of the Pension Office's internal governance framework, policies, and key stakeholders, enabling faster integration into the Board Secretariat's work.
- Willingness to develop under supervision toward greater governance and legal responsibility.
- Fluency in both Dhivehi and English, with strong written communication skills.

Note on Onboarding

Given the developmental nature of this post, the successful candidate will undergo a structured mentorship and review period under the Board Secretary during the first 3 months, with formal feedback checkpoints to support transition into legal-governance responsibilities.

