



Terms of Reference

Post: Assistant Manager, Executive Bureau

Post Type: Permanent

(Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance upon successful completion of one year.)

Department: Executive Bureau

Reporting Requirements

The Assistant Manager, Executive Bureau will report to the Manager, Executive Bureau, and is expected to work closely with the Management Team.

Overall Responsibilities

The Assistant Manager, Executive Bureau will assist the Manager, Executive Bureau in providing all day to day administrative and executive support required by the Chief Executive Officer (CEO).

Specific Duties

- Providing all day-to-day administrative support required by the CEO.
- Coordinating all appointments of the CEO.



Maldives Pension Administration Office

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- Coordinating with relevant Departments in making travel arrangements for official travels of the CEO and the Board, including ticketing, visa applications, hotel bookings, and other related arrangements.
- Working closely with the Management Team to arrange meetings and prepare briefing materials for the CEO and Board.
- Conducting research, preparing write-ups, reports, presentations and speeches, etc. as required.
- Taking meeting minutes during Management meetings wherever necessary, and circulating the minutes in a timely manner.
- Managing and filing all documents related to the Board, Board Committees, CEO, and the Management.
- Carrying out the following responsibilities as instructed by or under the guidance of the Head of Department:
 - Make all necessary arrangements for Board and Board Committee meetings.
 - Maintaining documents, decisions and minutes of Board and Committee meetings.
 - Maintaining records and documents of Board Members.
 - Administrative arrangements of the Board Selection process.
 - Board Induction Programme for new Board Members.
- Maintaining and regularly reviewing the department's Standard Operating Procedures.



- Carrying out other relevant tasks assigned by the CEO or the Head of Department.

Qualifications and Experience

- A Bachelor's degree (MNQF level 7) or equivalent professional certification in the field of business administration, law or a related field.
- A minimum of 2 years of professional work experience in a similar role or in a related field, after completion of undergraduate degree or equivalent professional qualification.

Skills and Competences:

- Strong time management skills and ability to prioritize tasks effectively.
- Attention to detail in scheduling, document handling, and written communications.
- Capable of meeting deadlines, even under pressure.
- Strong critical thinking and analytical skills.
- Ability to interact professionally and effectively with the Management, Board Members, and external parties.
- Able to work independently with a positive and constructive approach.
- Strong interpersonal skills and ability to maintain good working relationships.
- Good stress management and problem-solving abilities.



- Excellent communication skills in both Dhivehi and English.
 - Able to prepare and deliver reports and presentations.
 - Proficient in basic office applications and professional correspondence (in both Dhivehi and English).
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