



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 (AMEB) will primarily report to the Chief Executive Officer (CEO). The AMEB will also report to the Pension Office Board regarding Board-related matters, as and when required.

Overall Responsibilities

The AMEB will provide executive, governance, and operational support required by the Board and CEO.

Specific Duties and Responsibilities

Executive Bureau related

- Provide day-to-day administrative and operational support to the CEO.



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- Maintain and manage the CEO's calendar, including scheduling appointments, coordinating meetings, and handling requests.
- Conduct preliminary legal, statutory, and regulatory research to gather background data for reports, briefing papers, and presentations required by the CEO or the Board.
- Assist in proofreading, reviewing, and tracking contracts, agreements, and official correspondence prior to execution by the CEO.
- Take notes and prepare draft minutes during internal, executive, or management meetings chaired by the CEO.
- Coordinate comprehensive travel logistics for official travel of the CEO and Board members, including visa processing, flight bookings, hotel reservations, and transport arrangements.
- Maintain highly organised physical and digital filing systems for sensitive records relating to the CEO, Board, and Senior Management.
- Ensure adherence to internal Standard Operating Procedures and assist in keeping governance and operational records up to date.
- Assist with statutory compliance filings to external regulatory bodies as required.
- Carry out any other relevant tasks assigned by the CEO.



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Board Secretariat related

- Carry out the role of the Board Secretary as required, facilitating clear communication between the Board and the CEO, and ensuring relevant information and reports are accurately presented to the Board.
- Coordinate and make all necessary logistical and administrative arrangements for Board and Board Committee meetings, including the preparation and timely distribution of agendas and board packs.
- Attend Board and assigned Board Committee meetings to take official minutes, ensuring accurate record-keeping, and circulate them within the set timelines.
- Systematically archive and maintain approved Board minutes, resolutions, regulatory filings, and corporate governance documents.
- Maintain the corporate decision tracking register to monitor, follow up on, and report the status of Board and CEO's directives.
- Coordinate the administrative and compliance tasks related to the recruitment and selection of new Board Members.
- Assemble induction materials and legal orientation folders, and coordinate the Board Induction Programme for incoming members.
- Maintain and update Board members' administrative files, contact lists, and professional profiles.
- Carry out any other relevant tasks assigned by the Board.



Qualifications and Experience

- A Bachelor's Degree or equivalent professional qualification (MNQF Level 7) in the field of Law or Shariah and Law, Business Administration, or relevant 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.

Note: Preference will be given to applicants who possess education and work experience within the legal field, as well as those with prior experience in a board secretariat or executive bureau function.

Skills and Competences:

- Solid understanding of corporate governance principles, statutory compliance, board secretarial practices, and administrative procedures.
- Strong legal research and analytical skills to gather, verify, and summarise regulatory and statutory information into executive briefs and board materials.
- Exceptional accuracy and attention to detail in minute-taking, document proofreading, contract tracking, and systematic record-keeping.
- High standard of professional discretion, confidentiality, and integrity in handling privileged executive and board documents.
- Fluent written and verbal communication skills in both Dhivehi and English, with a strong command of legal, governance, and business terminology.



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- Professional demeanour and strong interpersonal skills when liaising directly with the CEO, Board Members, Senior Management, and external authorities.
 - Excellent organizational and time management skills to manage executive schedules, track board decision status, and meet tight deadlines.
 - Practical problem-solving abilities, adaptability, and the capacity to work dependably under the direct guidance of the CEO.
 - Proficiency in standard office productivity software (e.g., MS Office, Google Workspace) and electronic document management systems.
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