



# TABLE TENNIS ASSOCIATION OF MALDIVES

## TERMS OF REFERENCE (TOR)

### Post: General Secretary

### Qualifications and Skills

- A degree in sports administration, business studies or a related field.
- Prior experience in administration.
- Ability to multitask.
- Excellent interpersonal and communication skills.
- Excellent time management and planning skills.
- Computer literacy skills.

### Duties and Responsibilities:

- Carrying out administrative duties, using systems and processes relevant to the organization
- Responding to enquiries and requests for information from other organizations, Table Tennis Community and members of the public
- Ensuring administrative systems, processes and databases are efficient and well-managed
- Providing administrative support to management and Executive Committee members of the Association
- Organizing meetings, training, coaching programs, festivals, conferences, and other events such as promotion of Table Tennis in schools
- Managing budgets, controlling finance allocated for activities and sometimes coordinating or raising sponsorship

**Office Address:** H.Muni Ufaa, Male', Maldives. **Tel:** (+960) 3314014 **Email:** ttmaldives@gmail.com, info@ttam.mv

**President**

Ali Rasheed  
(+960) 7781520  
[ayya651@gmail.com](mailto:ayya651@gmail.com)

**Vice President**

Ibrahim Shiuree  
(+960) 7988888  
[Shiury@gmail.com](mailto:Shiury@gmail.com)

**Treasurer**

Ahmed Shazi  
(+960) 7777318  
[shazil75maldives@hotmail.com](mailto:shazil75maldives@hotmail.com)

**General Secretary**

Ismail Sujau  
(+960) 9947474  
[isujau@gmail.com](mailto:isujau@gmail.com)

**EXCO Members**

Azzam Ibrahim  
Ismail Shujau  
AishathSamahath  
Jaadulla Hassan



# TABLE TENNIS ASSOCIATION OF MALDIVES

- Producing promotional literature, reports and event materials and liaising with marketing and media organizations
- Schedule practice times, rankings, and tournaments with the support of the Management Team
- Organize sporting events such as tournaments.
- As the focal point of the Association, deal with concerned Ministries, Government Agencies, Schools, Sports Associations, Media, Players and Parents
- Oversee the day-to-day activities of the Association
- Attend all administrative functions of the Association on daily basis
- Facilitate the Meetings of the Executive Committee of the Association
- Handle all the correspondences of the Association
- Oversee all the record-keeping tasks of the Association

**Office Address:** H.Muni Ufaa, Male', Maldives. **Tel:** (+960) 3314014 **Email:** [ttmaldives@gmail.com](mailto:ttmaldives@gmail.com), [info@ttam.mv](mailto:info@ttam.mv)

**President**

Ali Rasheed  
(+960) 7781520  
[ayya651@gmail.com](mailto:ayya651@gmail.com)

**Vice President**

Ibrahim Shiuree  
(+960) 7988888  
[Shiury@gmail.com](mailto:Shiury@gmail.com)

**Treasurer**

Ahmed Shazi  
(+960) 7777318  
[shazil75maldives@hotmail.com](mailto:shazil75maldives@hotmail.com)

**General Secretary**

Ismail Sujau  
(+960) 9947474  
[isujau@gmail.com](mailto:isujau@gmail.com)

**EXCO Members**

Azzam Ibrahim  
Ismail Shujau  
AishathSamahath  
Jaadulla Hassan