

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Terms of Reference

Document Number	TOR-2021/4	Authorized Date	16th May 2021
Owner	Corporate Affairs and Public Relations Corporate Affairs	Version	V1
Classification	Interna	Author	Shiufa Hussain
Effective Date	11 May 2021	Authorized by	CEO-John Grindall

Post: Assistant Administrative Officer
Department: Corporate Affairs
Post Type: Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)
Classification: Assistant Officer Gr1
Rank: OP1
Division: Corporate Affairs and Public Relations

Reporting Relationships

The Assistant Administrative Officer will report to the Head, Corporate Affairs

Overall Responsibilities

The Assistant Administrative Officer will mainly be responsible to carry out tasks related to Procurement, and assist in carrying out administrative tasks. He/she will also assist in providing administrative support required by other departments of Pension Office

Scope of Work

- Procurement of goods and services required by Pension Office
- Secretarial work of the Procurement Committee.
- Procurement related responsibilities identified in the procurement Manual.
- Maintaining and filling of all procurement related documents.
- Assist in maintaining and regular updating of asset inventory and stock.

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- Providing procurement and administrative support to all official functions and events organized by Pension Office
- Office related maintenance works and secondary responsibilities of Admin and Human Resource Management.
- Performing any other relevant tasks assigned by the Head of Division or the Head of department.

Qualifications / Work Experience

- A minimum of three “C” passes in GCE A’ Level examinations, and a “C” pass in Dhivehi Language in the Higher Secondary Certificate examination.
- A minimum 1 year of work experience in a related area.
- Proficiency in using computer applications and Microsoft Office software package.
- Fluency in Dhivehi and English language.

Competencies and Skills

- Should have experience in carrying out administrative tasks like writing letters, memos, announcements, etc. (in both Dhivehi and English), filing, taking minutes, arranging meetings, making travel arrangements, procuring items and services, etc.
- Should be able to prioritize tasks and handle multiple tasks simultaneously.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should have sound judgment in making decisions and in resolving issues/problems.
- Should be a proficient user of the Microsoft Office package, specially Microsoft Word and Excel, and should be proficient in English and Thaana typing.

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