

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



NATIONAL PAY COMMISSION

MINISTRY OF FINANCE

MALE', REPUBLIC OF MALDIVES

Terms of Reference for Compensation Analyst (*Local individual*)

[RFP No: (IUL) 13-HR/13/2021/ 180]

Date: 21st June 2021

I. Background

The Ministry of Finance (MoF) is seeking to hire a Compensation Analyst for the National Pay Commission (NPC). The Compensation Analyst will primarily be responsible for undertaking statistical and analytical work leading towards the completion of the public service remuneration framework.

II. Scope of Work

The primary tasks of the analyst is stated below.

- a. Conduct statistical analysis of existing salaries for job titles in the public service by applying the statistical methodology developed by NPC to all the public service job matrices.
- b. Conduct analysis of jobs and salaries in order to evaluate internal equity, external competitiveness, and recommend salary ranges and/or adjustments taking into account all the factors that are mandated in the National Wage Policy Act. Prepare ad hoc analyses and reports as required.
- c. Collaborate with the NPC team in applying the job evaluation guide to evaluate the jobs in all the job matrices.
- d. Benchmarking jobs based on market salary data. Leverage data to develop recommendations for pay policy options and drive organizational decision-making taking into account the compensation rates in the Maldivian labor market and the pay policy options.

- e. Establish and document repeatable methods, processes, and tools for compensation analysis to be used after the implementation of the harmonized public service remuneration framework.
- f. Review and collaborate with the NPC team in finalizing the comprehensive salary structure by ensuring that all the optimal ratios, institutional categorizations, and salary value importing are in alignment with derived figures.
- g. Review salary adjustments and salary grade assignments to ensure such actions are within established guidelines and policies.
- h. Formulate guidelines and standards related to the migration and roll out of the new public service remuneration framework.
- i. Assist and participate in developing relevant training programs and materials to be delivered to public service organizations regarding the new public service remuneration framework.
- j. Undertake the leading role in collaborating with external parties that develop the web portal and the mobile application for the public service remuneration framework. Communicate with those parties regarding the specific requirements of NPC and ensure that the webportal and mobile application are aligned to the requirements.
- k. Review and provide feedback to the documents translated by external parties (i.e. documents to be used for the webportal and mobile application).

III. Duration and Commencement of contract

Duration: Successful candidates will be initially contracted for a period of 12 (twelve) months, and shall be renewed at the end of the contract period based on the performance and organizational need. Upon signing the contract, 2 months shall be counted as the probationary period.

Commencement of work: July 2021

IV. Qualification & Experience Requirements

A Masters degree in Statistics, Economics, Business Administration or related field with a minimum of 2 years work experience in a public service institution.

V. Preferred Skills and Knowledge

- a. Exceptional abilities to slice and dice data and present it in an understandable fashion to non-technical audiences. Experience with analyzing data and identifying patterns to form general rules or conclusions and to provide appropriate compensation recommendations.
- b. Strong demonstrated proficiency in Microsoft Office, including PowerPoint and Word with advanced skills in Excel.
- c. Additional statistical software experience such as Python, R or SPSS would be an advantage.

- d. Strong problem solving and analytical skills.
- e. Ability to prioritize, manage multiple activities, and implement solutions in a timely fashion.
- f. Agile and able to work independently and collaboratively under pressure in a fast-paced and team-oriented environment and adjust to changing demands.
- g. Technical knowledge of government employment and general compensation-related regulations.

VI. Reporting Requirements

- a. The Compensation Analyst shall report to the Secretary General of NPC.
- b. The analyst is expected to report for work no later than 0800hours on official working days. The analyst may have to work extra hours in order to complete the tasks without any extra payments.
- c. The analyst will need to attend commission meetings, which may be held after the formal hours or during Saturdays.

VII. Remuneration

Successful candidate will be offered a total of MVR 25,000.00 monthly fee inclusive of pension contribution.

If you are seeking a challenging research-based technical assignment leading to positive results and are qualified for the requirements specified in the **Terms of Reference**, please submit a cover letter along with the following:

- I. CV, including information that demonstrates that they are qualified to undertake the scope of the assignment (description of the similar assignments, experiences in similar field of work and possess appropriate competencies)
- II. Copies of academic qualifications (Accredited)
- III. Reference letter from current and/ or previous employment

To:

Ministry of Finance
Ameenee Magu
Male', Maldives

Or E-mail: recruitment@finance.gov.mv

Application deadline: before 12:00 hrs of 28th June 2021 (Monday)

For further inquiries please contact our Call Centre number 1617 or email

recruitment@finance.gov.mv