



TOR - Assistant Compliance Officer

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Owner	Pensions Administration and Technology	Version	V1
Classification	Public	Author	Shiufa Hussain
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Post: Assistant Compliance Officer

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: Operational Grade 1 Level 1

Rank: OP1

Division: Pension Administration and Technology

Reporting Relationships

The Assistant Compliance Officer will report to the Manager, Collections and Compliance and is expected to work closely with other departments of the Collections and Compliance

Scope of Work

- Carrying out works related to pension contributions collection and reconciliation.
- Attending and resolving issues related to contribution collection.
- Carry out inspection of employers to ensure adherence to the Pension Act and Pension Regulations in filing pension contributions to Maldives Retirement Pension Scheme (MRPS) as per the Inspection Plan.
- Perform the duties related to pre/post inspections: preparation of inspection documents, preparation of inspection reports and follow up.
- Participate in on-site inspections. This includes travelling to Islands.
- Carry out actions against employers who submit the pension payments late and take necessary follow up actions.
- Prepare Court case files to take legal actions against non-compliant employers.
- Arrange negotiation meetings with non-compliant employers and follow up.
- Carrying out regular follow up on Non-compliant employers and Inspection Report



JS Grindall

timelines.

- Assisting in conducting awareness/training programs for employers and members of MRPS.
- Attending phone calls, emails, etc. received relevant to employer inspections and compliance.
- Assisting other Departments during official events and functions organised by MPAO.

In addition to the above, the Assistant Compliance Officer shall attend to any other task required by the Department or the Pension Office management on a short term basis.

Qualifications and Experience

- A minimum of three “C” passes in GCE A’ Level examinations, and a “C” pass in Dhivehi Language in the Higher Secondary School Certificate (HSC) examinations.
- Preference will be given to candidates with experience in basic surveying, data collection and report preparation.
- Proficiency in using computer applications and Microsoft Office software package.
- Fluency in Dhivehi and English language.

Other Competencies

- Should have excellent communication skills in order to be able to deal effectively with personnel from the public and private sectors in person and over the phone.
- Should be able to multitask and handle tasks simultaneously.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.

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