

TERMS OF REFERENCE (TOR)

Post: Administrative Officer

No of Vacancies: 01

Post Type: Full time

Department: Corporate and Legal Affairs

Reporting to: Legal Counsel

Key Tasks, Responsibilities, and Deliverables:

- Providing a full range of clerical and administrative support to the legal team.
- Obtain any relevant information/document required to prepare agreements and claims by coordinating with other departments.
- Managing and maintaining proper filing of agreements, court cases, and all other correspondences and documents of the legal unit.
- Assist in preparing documents such as documents required for litigation.
- Preparation of legal notices to clients.
- Preparing court case files, updating schedules for the meetings with clients and other stakeholders.
- Maintaining minutes of meetings that will be held with stakeholders and clients in a timely manner.
- Preparation of daily, weekly, monthly reports.
- Maintain entry and dispatch records of legal unit documents
- Any other duties that may be assigned from time to time.

Requirements and Qualifications:

- Minimum MQA level 5/6 qualification in relevant field (Law, Management, Banking, Business Administration) with Minimum 1-year experience in relevant field.

Competencies required:

- Knowledge of administrative and clerical work.
- Should be familiar with the Microsoft office package.
- Strong interpersonal skills.
- Good interpersonal skills and proven ability to work in a highly team-oriented environment.
- Ability to work independently with minimum supervision.
- Time management skills and ability to prioritize the tasks.
- In-depth knowledge of the local business environment.
- Experience in the banking or financial services industry.

Remuneration Package:

- Gross pay between MVR 14,000 – MVR 15,000 depending on the Qualification and Experience.

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and **up-to-date** Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
 - **All international certificates must be accredited by MQA**
- Reference letters from current/ previous employers certifying **type of employment, job roles, and service period.**
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-administrative-officer4> before **22nd February 2022, 14:00hours**.

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified of the interview.