

TERMS OF REFERENCE (TOR)

Post: Administrative Officer

No of Vacancies: 01

Post Type: Full time

Department: Corporate and Legal Affairs

Reporting to: Manager - Corporate and Legal Affairs

Key Tasks, Responsibilities, and Deliverables:

- Providing a full range of clerical and administrative support to the department.
- Handling and maintaining all incoming and outgoing correspondence on behalf of the Corporation.
- Managing and maintaining proper filing of corporate documents.
- Assist in preparing documents such as policies and procedures of the department.
- Handle all secretarial responsibilities of the relevant committees, including organizing meetings, preparing agenda, preparing, and maintaining the minutes of committee meetings.
- Assist in preparing weekly, monthly, annual, and any ad hoc report.
- Maintaining minutes of meetings that will be held with stakeholders and clients in a timely manner.
- Handling secretarial responsibilities to the Executive Management.
- Any other duties that may be assigned from time to time.

Requirements and Qualifications:

- Minimum MQA level 5/6 qualification in relevant field (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.
- 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 tasks.

Remuneration Package:

- Gross pay between MVR 14,500 – MVR 15,500 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-officer6> before **11th September 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.

For inquiries, please contact us between 9:00 am to 14:00 pm via phone 3026015 / 3026018 or email at careers@sdfc.mv