



## Terms of Reference

**Number:** TOR-2022/35

**Date:** 15th September 2022

### 1. Introduction

**Post:** Manager, Policy and Programs

**Post Type:** Permanent (Initial contract shall be 1 (one) year). The contract will be made permanent on successful completion of one year based on performance.

**Department:** Policy and Programs

### 2. Reporting Relationships

The Manager, Policy and Programs will report directly to the Director, Corporate Affairs, and is expected to work closely with with Senior Management Team of Pension Office.

### 3. Overall Responsibilities

The main responsibility of the Manger, Policy and Programs will be to work closely to implement and report on the various programmes carried out in the Pension Office.

### 4. Specific Duties

- Coordinate with various departments to prepare pension policy research and white papers.
- Coordinate and provide direction to the team members in preparation, implementation and monitoring of the Strategic Plan and Organizational Key Results of the Pension Office.
- Carry out monitoring and review of SAP activities and prepare reports required to be sent to stakeholders.
- Liaise with all departments and provide direction in preparation of various management reports.





- Oversee the process of conducting research required to formulate discussion papers on development of various policies and programmes.
- Manage changes and interventions to ensure project goals are achieved.
- Assist in the preparation of accurate and timely reporting of program status throughout its life cycle.
- Presenting Program reviews
- Work with the management team on Policy formulation and development.
- Coordinate the implementation progress and ensure smooth functioning of donor funded Projects.
- Any other tasks assigned by the Director, Corporate Affairs.

## 5. Minimum Qualifications and Work Experience

- Bachelor's Degree / Equivalent Professional Certification in the field of Business Administration, Management or a relevant field (accredited by MQA Level 7) with 4 years of progressive work experience in a Managerial level after completion of Bachelor's Degree / Equivalent Professional Certification.

**OR**

- Master's Degree/Equivalent Professional Certification in the field of Business Administration, Management or a relevant field (accredited by MQA Level 9) with 2 years of progressive work experience in a Managerial Level after completion of Master's Degree

## 6. Desired Skills and Competencies

- Excellent organizational, time management and strong interpersonal skills.
- Ability to multitask, to work flexibly and meet tight deadlines.
- Attention to details and proven ability to work independently and effectively with minimum supervision.





- Excellent and effective communication (verbal and written) skills, including the ability to prepare concise reports and deliver presentations, making and defending recommendations.
- Fluency in written and spoken Dhivehi and English language is essential.
- Computer proficiency.

