

## Terms of Reference

### Chairperson of the Board of Maldives Pension Administration Office

#### Background

The Maldives Pension Administration Office (Pension Office) was established as an independent legal entity under Act No.: 8/2009 (Maldives Pension Act), ratified on 13<sup>th</sup> May 2009.

The Pension Act mandates the Pension Office to carry out the following functions:

- Administer and manage Pension Schemes established under the Pension Act
- Provide Retirement Pension
- Pay Old-Age Basic Pension
- Formulate regulations, standards, and guidelines to operate schemes established under the Pension Act
- Conduct awareness programmes on schemes established under the Pension Act
- Administer a housing finance collateralization scheme of Retirement Savings Account (RSA) funds aimed at Maldives Retirement Pension Scheme (MRPS) members in accordance with the Pension Act

In addition to the aforementioned functions, disbursing State-funded Other Pensions to beneficiaries is also a function of the Pension Office.

Board Members of the Pension Office are appointed by the President of Maldives. The Board comprises 8 Members:

1. Chairperson of the Board
2. A senior employee of the Securities Market Regulator
3. A senior Civil Servant of the Ministry of Finance
4. A senior Civil Servant from the Ministry responsible for social security
5. Four (4) members from the private sector not employed by the state or government

Board Members are fiduciaries of the Pension Scheme, as stated in Section 13 of Pension Act, and, therefore, have legal responsibility to the participants and beneficiaries of MRPS.

## Duties of the Board and the Chairperson

The Board of Pension Office is authorized to exercise all the powers necessary to implement its functions under the Pension Act and Regulations made thereunder. Accordingly, it is the general duty of the Board to oversee the administration of MRPS in the best interest of participants and beneficiaries as stipulated in the Pension Act.

The Chairperson shall perform any duties as may be reasonably assigned to the Chairperson by the Board, provided such duties are consistent with the provisions of the Pension Act and the Governance Code of Pension Office.

Duties of the Chairperson includes the following:

- Ensure that the plans, strategies and measurable organizational objectives of the Pension Office, approved by the Board, are established in line with the Pension Act.
- Monitor the progress towards attainment of plans and strategies of the Pension Office.
- Ensure the conduct of the Board affairs in accordance with the Pension Act, the Governance Code and other decisions taken by the Board.
- Ensure appointments are made by the Board to Committees and such special committees as may be deemed necessary by the Board.
- Direct the Board in the exercise of its powers and fulfillment of its stated roles, objectives and responsibilities in an effective and efficient manner.
- Approve the agenda of the Board Meetings as specified in the Governance Code and preside in regular and extraordinary meetings of the Board.
- Ensure that annual evaluation of the performance of the Board, Chairperson, Committees and individual Board Members are undertaken.
- Ensure effective and timely communication of Board decisions to the Chief Executive Officer.
- In addition, the Board shall have specific duties to exercise the powers set forth in Section 6 of the Pension Act.
- Provide advice and counsel to the Chief Executive Officer regarding the activities of the Government and regulators, and public policy developments related to or concerning Pension Office that the Chairperson is privy to.
- At the request of the Chief Executive Officer, represent the Pension Office before Government institutions, external groups and other stakeholders, including industry associations, and regulators.
- Coordinate with the Chief Executive Officer on matters related to the Board and Management.
- Authorise investment related matters as required.



In addition, following are the general duties and responsibilities of the Board of Pension Office.

**Planning:**

The Board shall provide leadership and guidance to accomplish the long-term objectives and strategic goals of Pension Office, determine that measurable organizational objectives are established in-line with the Pension Act, monitor the progress towards attainment of the goals, ensure that the operations and the development of the organization are conducted in a lawful and ethical manner.

**Relations with Stakeholders:**

The Board shall endeavor to maintain candid and constructive communication with all the stakeholders of MRPS including the Securities Market Regulator, government bodies, and market intermediaries. The Board shall also provide advice and recommendations to the aforementioned stakeholders with respect to MRPS and social security policy.

**Supervision:**

The Board shall work with the Chief Executive Officer (CEO) to ensure that the operations of the Pension Office are conducted effectively in an efficient manner which achieves the organization’s legal mandate and strategic objectives. Further, the Board shall facilitate and assist with relevant government authorities, including the Securities Market Regulator, Capital Market Development Authority (CMDA) in carrying out the supervision duties of MRPS.

**Investments:**

The Board shall monitor the investments of MRPS and ascertain whether all investments are made as per Section 16 of the Pension Act and the Statement of Investment Principles of MRPS.

Moreover, Board Members shall make investment decisions independently and in the best interest of MRPS participants and beneficiaries.

**Annual Audit:**

The Board shall conduct regular audits of the Pension Office and MRPS, and conduct special audits where circumstances necessitate such actions. Accordingly, the Board shall engage an independent auditor approved by the Auditor General of the Maldives to conduct the aforementioned audits.



## Annual Report:

The Board shall direct the preparation of annual financial statements and prepare the annual report of the Pension Office and MRPS, and shall arrange for publication of these materials for public record. Further, the Board shall also arrange to provide all the information stipulated under Section 4 of the Pension Act.

## Remuneration

The Chairperson of the Board is paid a monthly pensionable remuneration of MVR 15,000.00 and a fixed allowance of MVR 7,500.00.

## Term

Board Members and Chairperson are appointed for a period of three (3) years. As per good governance practice adopted by the Pension Office Board, no Board Member shall be appointed to the Board for more than two consecutive terms, and no two Board Members from the same institution will be appointed to the Board.

## Selection Process

As per the Pension Act, the selection of the Chairperson of the Pension Office and the four (4) Members appointed from the private sector are made based on merit, from a list of eligible applicants who are interviewed by the Selection Committee. The Selection Committee is formed jointly by the Civil Service Commission, Ministry of Finance, and the Ministry responsible for Social Security, as required by the Pension Act.

Prior to submission of candidates to the President for appointment to the Board, the names of candidates selected by the Selection Committee are submitted to the Securities Market Regulator to verify whether the requirements stipulated under the Pension Act are satisfied.

Applications for the **Chairperson of the Board** position is now open. The candidates will be evaluated by the Selection Committee based on their qualification and professional experience.



All interested applicants are requested to submit their applications with the following documents:

- Covering letter
- Detailed Curriculum Vitae of the candidate
- National ID Card copy or Passport (data sheet) copy
- Educational Certificates
- Fit and Proper Declaration Form - (form can be downloaded with this advertisement from the Pension Office website).
- Reference letters proving experience in the field of Finance, Pension and Investment
- Details of any Board Membership
- Contact details including phone number, email address and current address.

Applications may be submitted to the Maldives Pension Administration Office at the address below or via email to **bureau@pension.gov.mv**.

**Maldives Pension Administration Office**

Allied Building (8th Floor),

Chaandhanee Magu, Male', Maldives

Phone number: 1441

Email address: [bureau@pension.gov.mv](mailto:bureau@pension.gov.mv)

**Applications due on Tuesday, 24<sup>th</sup> February 2026 at 1300 hrs.**

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17 February 2026

