



## Terms of Reference

**Number:** TOR-2022/34

**Date:** 15th September 2022

### 1. Introduction

**Post:** Programmes Associate

**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 Programmes Associate (PA) will report directly to the Manager, Policy and Programs, and is expected to work closely with Senior Management Team of Pension Office.

### 3. Overall Responsibilities

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

### 4. Specific Duties

- Carry out monitoring and review of SAP activities and prepare reports required to be sent to stakeholders.
- Liaise with all departments and prepare various management reports.
- Collect data on implementation progress of ongoing programs of the Pension Office prepare required reports.
- Prepare monitoring reports on the implementation of the annual work plan of the institution.



- Undertake research required to formulate discussion papers on development of various programmes.
- Assist in implementing and managing changes and interventions to ensure project goals are achieved.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Preparing and presenting Program reviews.
- preparation of briefing notes and presentations when required.
- Assist in Policy formulation and development.

#### **5. Minimum Qualifications / Work Experience**

Bachelor's Degree / Equivalent Professional Certification in the area of Business Administration and Management field or a relevant field (accredited by MQA Level 7) with 2 years of progressive work experience after completion of Bachelor's Degree / Equivalent Professional Certification.

#### **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.
- Computer proficiency.

