



Number:TOR-2022/36

Date:15th September 2022

Terms of Reference

1. Introduction

Post: Director Corporate Affairs

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.

Division: Corporate Affairs

2. Reporting Relationships

The Director Corporate Affairs (DCA) will report directly to the Chief Operating Officer (COO). The DCA is expected to work closely with the Executive and Management Team of the Pension Office.

3. Overall Responsibilities

The DCA shall be responsible for overseeing, directing and managing all the functions of the Human Resource Department, General Services Department and the Policy and Programs Department.

The DCA shall ensure that the Pension Office has the proper policies, administrative procedures and processes in place to provide services of the highest standard.

In addition, the DCA shall also be responsible for overseeing the development and implementation of strategies related to office administration and human capital development, in support of the overall strategic objectives of the Pension Office.

4. Specific Duties

Under the directions of the COO, the DCA shall perform the following responsibilities pertaining to the following Departments of Corporate Affairs Division:

- Oversee the overall functions of Human Resource Department.
- Oversee the overall functions of General Services Department.
- Manage changes and interventions to ensure organizational goals are achieved.
- Oversee the CSR activities of organization.





- Monitor costs and expenses and assist in annual budgeting process.
- Oversee the overall functions of Policy and Programs Department including (but not limited to) the following:
 - Lead the policy and program team in visioning and implementing innovative and sustainable strategies.
 - Provide strategic oversight and operational guidance for the implementation of policies, programs and projects.
 - Provide input to the senior management team related to planning and scheduling of Projects.
 - Oversee and guide the programs team on the development of Policy Papers.
 - Research and develop the required policy frameworks to strengthen the pension system.
 - Conduct stakeholder consultations and validation meetings related to development and implementation of new policies and programs.
 - Present policy and technical documents to the executive management for endorsement and adoption.
 - Oversee the preparation, implementation and monitoring of the Strategic Plan and Organizational Key Results of the Pension Office.
 - Preparation of various management reports.
 - Ensure continuous collaboration with key stakeholders including national and international institutions and industry experts on policy development and execution.
- Provide leadership and direction to Heads and Managers of the division.
- Any other tasks assigned by the Chief Operating Officer

5. Minimum Qualifications / 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 6 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 4 years of progressive work experience in a Managerial Level after completion of Master's Degree.





6. Desired Skills and Competencies

- Expertise in the areas of human resource management, business administration and a thorough knowledge of Employment Act is essential.
- Excellent organizational, time management and strong interpersonal and leadership skills.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Ability to manage and prioritize multiple tasks/initiatives.
- Ability to deliver to deadlines in the face of challenging and logistical obstacles.
- Organizational, management and administrative skills and experience is essential.
- Staff management abilities.
- Sound judgment in making decisions and in resolving issues /problems.
- Excellent and effective communication (verbal and written) skills, including ability to prepare concise reports and presentations making and defending recommendations.
- Excellent interpersonal and team-building skills; ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity and gender equality.
- Fluency in written and spoken Dhivehi and English language is essential.

