

Terms of Reference

1. Introduction:

Post: Manager, General Services

Post Type: Permanent

(Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)

Department: General Services Department

Division: Corporate Affairs Division

2. Reporting Relationships:

The Manager, General Services (MGS) will report to the Director, Corporate Affairs. The MGS is expected to work closely with other departments of the Corporate Affairs Division.

3. Overall Responsibilities:

The MGS shall be responsible for managing and coordinating all the functions of the General Services Department.

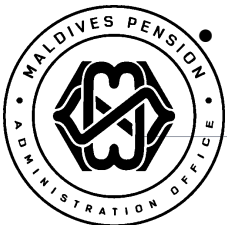
The MGS shall ensure that Pension Office has the proper administrative procedures and processes in place to provide services of the highest standard. The MGS is also responsible for coordinating the development and implementation of strategies related to general administration and procurement, in support of the overall strategic objectives of the Pension Office.



4. Specific Duties:

Under the direction from Director, Corporate Affairs, the MGS shall perform the following responsibilities pertaining to the general administration and procurement function:

- Prepare, implement and review policies and procedures related to the General Services Department.
- Supervise the staff and day-to-day operations of the General Service Department.
- Manage the procurement function.
- Ensure the standards of bidding and contract management in the procurement of goods, works and services.
- Ensure that the office is stocked with necessary supplies and that all equipment are working and properly maintained.
- Plan, organize and schedule office events, including meetings, seminars, conferences, and training sessions and other staff related events, and provide ongoing assistance during such events.
- Ensure smooth functioning of special projects and track progress towards organizational goals.
- Provide assistance in filtering and forwarding communications to proper individuals and departments (internal and external).
- Create reports, including memos and letters and monitor the dispatch process.
- Monitor costs and expenses related to office administration function and assist in the annual budgeting process.
- Implement the CSR Policy of Pension Office and ensure that CSR activities and initiatives are in alignment with business objectives.
- Arrange and oversee the travel arrangements related to all official travel (local and overseas).
- Initiate the required processes and provide guidance in preparation and compiling of the annual report of Pension Office.
- Preparation of various management reports.
- Oversee the management and maintenance of the properties and assets of Pension Office.
- Any other tasks assigned by the Director, Corporate Affairs.



Maldives Pension Administration Office, 8th Floor, Allied Building, Chaandhanee Magu, Male', Maldives

5. Minimum Qualifications / Work Experience:

- A Bachelor's degree or equivalent professional qualification in a relevant field.
- A minimum of 4 years of professional work experience in the field of administration or procurement after completion of Bachelor's degree or equivalent professional qualification; with at least 2 years of work experience at managerial level.

OR

- A Master's degree or equivalent professional qualification in a relevant field.
- A minimum of 2 years of professional work experience in the field of administration or procurement after completion of Master's degree or equivalent professional qualification; with at least 1 year of work experience at managerial level.

6. Desired Skills and Competencies:

- Demonstrable expertise in the areas of administration, management and procurement.
- Excellent organizational and time management skills.
- Ability to manage and prioritize multiple tasks/initiatives.
- Ability to deliver to deadlines in the face of challenging and logistical obstacles.
- Sound judgment in making decisions and in resolving issues /problems.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Excellent interpersonal and team-building skills; ability to establish and maintain effective working relations.
- Excellent and effective communication (verbal and written) skills, including ability to prepare concise reports and presentations.
- Fluency in written and spoken Dhivehi and English language is essential.



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