



Number: TOR-2022/34-V2

Date: 25th December 2022

Terms of Reference

1. Introduction

Post: Programs Associate / Programs Officer

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.

Division: Policy and Programs

2. Reporting Relationships

The Programs Associate / Programs Officer (PA/PO) will report directly to the Manager, Policy and Programs, and is expected to work closely with all departments of the Corporate Affairs Division.

3. Overall Responsibilities

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

4. Specific Duties

- Carry out monitoring and review of Strategic Action Plan (SAP) activities and prepare reports required to be sent to stakeholders
- 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 projects and programmes.



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- Preparing and presenting program reviews.
- Preparation of briefing notes and presentations when required.
- Assist in policy formulation and development.
- Collect data on implementation progress of ongoing programs and prepare required reports.
- Liaise with all departments and prepare various management reports.
- 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.
- Any other relevant tasks assigned by the supervisor.

5. Minimum Qualifications / Work Experience

Programs Associate

- A Bachelor's degree or equivalent professional qualification in the field of policy studies, public policy, social policy, sociology, demography or economics.
- 2 years of work experience in a related field after attaining the Bachelor's degree or equivalent professional qualification.

OR

- A Bachelor's degree or equivalent professional qualification in the field of business administration or management.
- 3 years of work experience in a related field after attaining the Bachelor's degree or equivalent professional qualification.





Programs Officer

- A Bachelor's degree or equivalent professional qualification in the field of policy studies, public policy, social policy, sociology, demography or economics.

OR

- A Bachelor's degree or equivalent professional qualification in the field of business administration or management.
- 1 year of work experience in a related field after attaining the Bachelor's degree or equivalent professional qualification.

6. Desired Skills and Competencies

- Fluency in written and spoken Dhivehi and English language is essential.
- Excellent organizational, time management, and strong interpersonal skills.
- Ability to multitask and meet tight deadlines.
- Attention to detail 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.
- Proficiency in using computer applications, specifically MS Office, Office 365 or Google Workspace.



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OR

- A Bachelor's degree or equivalent professional qualification in the field of business administration or management.
- 3 years of work experience in a related field after attaining the Bachelor's degree or equivalent professional qualification.

Programs Officer

- A Bachelor's degree or equivalent professional qualification in the field of policy studies, public policy, social policy, sociology, demography or economics.

OR

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