

Terms of Reference

Post:	Assistant Administrative Officer
Post Type:	Full time and permanent
Department:	Admin & HR Department
Division:	Corporate Affairs Division

Reporting Relationships

The Assistant Administrative Officer will report to the Administrative Officer, and is expected to work closely with other departments of the Corporate Affairs Division.

Overall Responsibilities

The Assistant Administrative Officer will mainly be responsible to carry out and assist in tasks related to office administration, human resource management and procurement. He/she will also assist in providing administrative support required by other departments of MPAO.

Scope of Work

- Preparation, updating and maintenance of daily and monthly attendance reports and staff leave records.
- Maintenance and updating of staff information.
- Procurement of goods and services required by MPAO.
- Maintenance and regular updating of asset inventory and stock.
- Making travel arrangements for overseas and local trips participated by MPAO staff.
- Carrying out tasks related to the recruitment process for hiring new staff.
- Management, routing and filing of all incoming and outgoing correspondence; letters, faxes, electronic documents via GEMS (e-Government platform), etc.
- Overseeing and monitoring routine maintenance works being conducted by contractors at MPAO.
- Providing assistance during the monthly pension payout process.
- Providing administrative support to all official functions and events organized by MPAO.
- Answering and attending to phone calls received.
- Performing any other relevant tasks assigned by the Administrative Officer or the MPAO management.

Competencies and Skills

- Should have experience in carrying out administrative tasks like writing letters, memos, announcements, etc. (in both Dhivehi and English), filing, taking minutes, arranging meetings, making travel arrangements, procuring items and services, etc.
- Should be able to prioritize tasks and handle multiple tasks simultaneously.
- Should also be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills.
- Should be highly organized and be able to work positively and constructively within high pressure environments.
- Should have sound judgment in making decisions and in resolving issues/problems.
- Should be a proficient user of the Microsoft Office package, specially Microsoft Word and Excel, and should be proficient in Thaana typing.

Qualifications / Work Experience

- A minimum of three “C” passes in GCE A’ Level examinations, and a “C” pass in Dhivehi Language in the Higher Secondary Certificate examination.
 - A minimum 1 year of work experience in a related area.
 - Proficiency in using computer applications and Microsoft Office software package.
 - Fluency in Dhivehi and English language.
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