

GETSET PROGRAM, ADMINISTRATIVE OFFICERS

Terms of Reference

Administrative Officer

The Administrative Officer will have basic knowledge in Administrative skill. The Officer must have a positive approach to work as a team to achieve program deliverables.

Key Tasks, Responsibilities and Deliverables

The Administrative officer shall carry out the following key tasks:

- (i) Administrative work,
- (ii) Handling GetSet Documents and maintaining confidentiality,
- (iii) Updating the Getset Database and filing and maintaining the GetSet documents,
- (iv) Calling Getset clients for interviews,
- (v) Handling all the tasks given the Getset Manager

Time Input

- The position is full time and the selected candidate is expected to serve 03 months and if required will extend,

Requirements

- Complete O'levels with minimum 3 passes or Higher
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets,
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi

Remuneration Package

- The total remuneration package will be MVR 6,000