

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

Terms of Reference: Graduate Trainee

Position:	Graduate Trainee
Specialization:	Actuarial Science
Service:	1-year contract
Department:	Investments and Advisory Services
Division:	Investments and Financial Management Division

Reporting Relationships.

The Graduate Trainee will report directly to the Head, Investment and Advisory Services and is expected to work closely with team members of the Investment and Financial Management Division

Overall Responsibilities:

The Graduate Trainee will get the opportunity to contribute technical inputs for Maldives Retirement Pension Scheme (MRPS) related investments and other member benefits while undertaking responsibilities related to numerical data analysis and reporting functions of MRPS related investments and products.

Specific Tasks:

- Participate in developing benefit schemes for MRPS members;
- Evaluate through numerical analysis strategies for selecting the most suitable investments based on risk return characteristics of individual MRPS funds;
- Formulate risk mitigation methodologies through comprehensive statistical models to assist in minimizing any negative impact on existing investments;
- Assess the impacts on MRPS investments and reporting framework, to factor variables in economic outlook developments;
- Develop framework to compliment investment due diligence process by incorporating financial models on calculation of risk return characteristics;



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Minimum Requirement/Qualification

A Bachelor's Degree in the field of Actuarial Science

Desired Skills and Competencies:

- Excellent analytical and quantitative skills with computer proficiency;
- Excellent and effective communication skills, including the ability to prepare the technical analysis and reports, deliver presentations, making and defending recommendations;
- Excellent organizational, time management and strong interpersonal skills with a desired leadership;
- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively.

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