

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

## **Terms of Reference**

### **1. Introduction**

**Position:** Investment Analyst

**Post Type:** Permanent (Initial contract shall be for 1 (one) year). The contract will be made permanent on successful completion of performance appraisal at the end of year one)

**Department:** Investments and Advisory Services

### **2. Reporting Relationships**

The Investment Analyst will be working in the Investment and Advisory Services Department under the supervision of Head of Investments and Advisory Services.

### **3. Overall Responsibilities:**

Monitoring the MRPS investments while preparing the due diligence, valuation and other related analysis, reports and documents.

### **4. Specific Tasks:**

- Preparing investment due diligence and other technical reports related to MRPS investments and other member benefits;
- Monitor and report MRPS investment risk, performance, asset allocations and exposure limits;
- Update and maintain the macroeconomic data on the local economy and on listed entities released by State authorities and other institutions;
- Attend investment meetings held internally and externally and prepare the required documents;
- Liaise with MRPS Custodian, Pension Fund Supervisor and respond to requests for information;
- Prepare the documents related to MRPS investment decisions made by the Board and Management;

- Route all required investment related documents to the Investment Operations Department;
- File the MRPS investment related reports with Pension Fund Regulator in a timely manner;
- Collaborate with the Investment Operations Department to reconcile investment related information with the accounting records;
- Any other relevant tasks assigned by the Head of Investments and Advisory Services, and the Chief Investment Officer.

## **5. Minimum Requirement/Qualification**

A Bachelor's Degree or equivalent professional qualification in the field of Finance, Economics, Investments, Fund Management, Actuarial Science.

## **6. 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.