

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

TERMS OF REFERENCE

1. Post Details:

Designation:	Investment Analyst
Post Type:	Permanent
Contract Period:	Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance, upon completion of one year.
Department:	Investment and Advisory Services

2. Reporting Requirements

The Investment Analyst shall report to the Head of Investment and Advisory Services.

3. Overall Responsibilities

The Investment Analyst shall be responsible for monitoring the Maldives Retirement Pension Scheme (MRPS) investments while preparing the due diligence, valuation and other related analysis, reports and documents.

4. Scope of Work

- Preparing investment due diligence reports related to MRPS investments.
- Preparing weekly investment reports by monitoring and updating information on key economic and financial sector data; asset allocation of funds; exposure of the funds; and attending weekly investment meetings.
- Preparing research reports related to investable asset classes and diversification.
- Preparing the documents related to MRPS investment decisions made by the Board and Management.



- Routing all required investment related documents to the Investment Operations function.
- Monitoring and reporting MRPS investment risk, performance, asset allocations and exposure limits.
- Filing the MRPS investment related reports with the Securities Market Regulator in a timely manner.
- Liaising with MRPS Custodian, Securities Market Regulator and responding to requests for information.
- Collaborating with the Investment Operations function to reconcile investment related information with the accounting records.
- Preparing annual equity valuation reports for MRPS audit.
- Preparing technical analysis, technical reports and policy drafts related to development of MRPS investment strategies and functions.
- Forecasting predictive models and developing scenarios to support the investment strategies.
- Preparing MRPS fund / assets performances and Capital market and financial highlights for the MPAO Annual Report.
- Contributing to investor education and awareness programs.
- Carrying out any other relevant work assigned by the Head of Investment and Advisory Services.

5. Qualifications and Experience

- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of Finance, Economics, Investments, Fund Management or Actuarial Science.
- No prior work experience is required. However, preference may be given to candidates with relevant work experience.

6. Desired Skills

- Excellent analytical and quantitative skills, with proficiency in using relevant computer applications.
- Excellent and effective communication skills, including the ability to prepare technical analyses and reports, deliver presentations, making and defending recommendations.
- Excellent organisational and time management skills, with the ability to multitask, to work flexibly and meet tight deadlines.
- Fluency in written and spoken Dhivehi and English is highly essential.



- Attention to detail and ability to work independently with minimal supervision.
- Willingness to learn and keep track of new developments in the field.
- Demonstrate professional leadership and ability to collaborate with others to achieve results.

