

## **Terms of Reference**

### **Head of Investor Services**

Invest Maldives established under the Ministry of Economic Development, is the lead Government agency for promoting and facilitating foreign investments into the country. It acts as the one-stop-shop for foreign investors.

Among key functions of Invest Maldives include managing the approval process of foreign investments into the country, promotion and facilitation of investments as well as managing the transaction process for strategic investment projects of the Government. In carrying out these functions, Invest Maldives is also mandated to manage the secretariats of the Unsolicited Proposals Policy of the Government and the Board of Investment established under the Special Economic Zones Law.

#### **Key Responsibilities**

The Head of Investor Services will report to the Chief Executive Officer and will be responsible for the following:

1. Establish a comprehensive system for approving foreign investments and maintaining data on foreign investments in coordination with related stakeholders.
2. Oversee the foreign investment approval process and provide advise on improvements and enhancements that can be brought to the process with a view to providing a streamlined, efficient and expedited service to clients, and roll-out such efficiency improvements.
3. Undertake research and prepare policy and position papers relating to overall FDI climate and investment sectors.
4. Review and analyze commercial proposals relating to strategic projects assigned under the Ministry of Economic Development and prepare documentation for negotiations with investors including management of the transaction process.
5. Prepare position papers relating to strategic economic projects implemented by the Ministry
6. Oversee and manage the secretariat of the Unsolicited Proposal Policy and provide advise in streamlining and enhancing the efficiency of the process.
7. Manage the secretariat of the Board of Investments established under the SEZ Act and provide administrative and technical support in administering the SEZ regime.
8. Undertake research on foreign investments and the business environment
9. Other relevant tasks assigned by Invest Maldives.

#### **Minimum Qualification and Experience**

1. The applicant must hold a Bachelors' Degree or higher in Business Administration/ Management/ Marketing/ Economics or a relevant field
2. Minimum 5 years of work experience in related areas outlined under key responsibilities

**Skills and Other Requirements**

1. Proficiency in Microsoft Office package
2. Business analytical and research skills
3. Ability to effectively prioritize and execute tasks in high-pressure environments.
4. Ability to manage multiple tasks and work to tight deadlines.
5. Experience in working both independently and in team oriented, collaborative environments.
6. Excellent communication skills

**Working hours**

0800-1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally.

**Gross Remuneration**

MVR 38,000 per month

Only shortlisted candidates will be invited for interviews