

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

TERMS OF REFERENCE

1. Post Details:

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|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| Division: | Investment and Research |

2. Reporting Requirements

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

3. Overall Responsibilities

The Investment Analyst shall contribute technical inputs to the investments of Maldives Retirement Pension Scheme (MRPS) and undertake responsibilities related to preparing the due diligence, valuation, risk and performance analysis.

4. Scope of Work

- Prepare investment due diligence reports related to MRPS investments.
- Prepare weekly investment reports by monitoring and updating information on key economic and financial sector data; asset allocation of funds; exposure of the funds; and attend weekly investment meetings.
- Prepare research reports related to investable asset classes and diversification.



- Prepare documents related to MRPS investment decisions made by the Board and Management.
- Route all required investment related documents to the Investment Operations function.
- Monitor and report MRPS investment risk, performance, asset allocations and exposure limits.
- File MRPS investment related reports with the Securities Market Regulator in a timely manner.
- Liaise with MRPS Custodian, Securities Market Regulator and respond to requests for information.
- Collaborate with the Investment Operations function to reconcile investment related information with the accounting records.
- Prepare annual equity valuation reports for MRPS audit.
- Prepare technical analysis, technical reports and policy drafts related to development of MRPS investment strategies and functions.
- Forecast predictive models and develop scenarios to support the investment strategies.
- Analyse appropriate risk limits and assist in developing policies and procedures for implementing risk and performance management functions.
- Prepare MRPS fund / assets performances and capital market and financial highlights for the Pension Office Annual Report.
- Contribute to investor education and awareness programs.
- Carry out any other relevant work assigned by the Head of Investment and Advisory Services and the Chief Investment Officer.

5. Qualifications and Experience

- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of Finance, Economics, Econometrics, Financial Risk Management, Investments, Fund Management or Actuarial Science.
- No prior work experience is required.

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 and findings.
- 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..
- 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.


