
TERMS OF REFERENCE (TOR)

Post:	Process and Research Specialist
No of Vacancies:	01
Post Type:	Contract
Department:	Business Development

SME Development Finance Corporation (SDFC) is seeking the professional services of a specialist, who will be responsible for formulating related policies based on statistics and research, that will assist in standardizing and the growth of SDFC. The specialist will be responsible for researching investment opportunities and developing investment proposals. This role requires a strong understanding of financial markets, excellent writing skills, and the ability to effectively communicate SDFC's requirements.

Key tasks, responsibilities, and deliverables:

- Prepare materials such as policy briefs, investment proposals, pitch decks and any other relevant documentation required to convey business objectives and strategies.
- Research and identify investment opportunities that align with SDFC's business objectives while conducting a cross-country analysis of similar models and projects undertaken.
- Liaise with the government, line ministries, vendors and other agencies to achieve business objectives.
- Execute the necessary negotiation process related to the terms and conditions of investment agreements to ensure alignment with SDFC objectives.
- Maintain a continuous line of communication to provide timely updates to investors regarding project progress, next course of action and financial performance of available opportunities.
- Collaborate with internal teams to ensure alignment between investment objectives, business requirements and project execution.
- Conduct thorough due diligence on potential investment opportunities, assessing financial performance, market dynamics, and regulatory considerations to mitigate risk and maximize returns.
- Proactive research on industry trends, market conditions, and regulatory changes that may impact investment decisions.
- Manage documentation and compliance requirements related to investment transactions, regulatory requirements and internal policies governing investment activities.
- Develop financial models and projections to assess the potential financial impact of investment opportunities and support decision-making processes and analyze investment performance and provide recommendations for strategic adjustments as needed.
- Provide support on ad hoc requests as required by the management.

Requirements and Qualifications:

- A minimum of Bachelor's degree or equivalent professional qualification in Economics or Banking and Finance and minimum 3 years of relevant professional experience in Economics, Banking and Finance or related fields.

Other Competencies required:

- Proven track record in policy analysis and formulation, strategic planning, and project conceptualization as well as experience in working with donor-funded projects.
- Excellent written and verbal English language communication and writing skills.
- Excellent communication and interpersonal skills to articulate complex investment concepts and engage stakeholders in discussions.
- Strong analytical, problem-solving, and decision-making skills with the ability to adapt to change.
- Proficiency in Microsoft Office Suite and financial modeling software, spreadsheets, and databases.
- Highly organized with effective time management skills to meet deadlines.
- Familiarity with trade, economic development policies and regulations in place and aware on the current development progress of the private sector in the Maldives.

Remuneration:

- Total remuneration offered under this contract is negotiable based on qualification and experience.

Documents required with the job application:

- Complete and **up-to-date** Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
 - **All international certificates must be accredited by MQA.**
- Reference letters from current/ previous employers certifying **type of employment, job roles and service period.**
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-process-and-research-specialist> before **01st July 2024, 14:00hours.**

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for an interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00 pm via phone at 3026016 / 3026018 or email to careers@sdfc.mv