



## Terms of Reference

<b>Position Title:</b>	Senior Investment Policy Officer
<b>Missco Code:</b>	2422
<b>Skill Level:</b>	4
<b>Public Service Rank:</b>	7
<b>Reporting to:</b>	Chief Executive Officer, Invest Maldives
<b>Type of Appointment:</b>	Full-Time Contract
<b>Duration:</b>	2 years, renewable based on performance

### Background

Invest Maldives, operating under the Ministry of Economic Development and Trade, serves as the national investment promotion agency of the Maldives and plays a central role in facilitating, regulating, and promoting foreign direct investment into the country. As the Maldives continues to strengthen and modernize its foreign investment regime through reforms to investment legislation, Special Economic Zones (SEZs), Private Sector Initiated Proposals (PSIP), and strategic economic diversification initiatives, there is an increasing need for dedicated policy and technical expertise within Invest Maldives.

The Senior Investment Policy Officer will support the development, implementation, coordination, and promotion of foreign investment policies and frameworks of the Government. The role will also contribute to investment marketing and investor outreach activities aimed at positioning the Maldives as a competitive and preferred investment destination internationally.

The position requires a strong understanding of investment policy, regulatory coordination, economic development priorities, and stakeholder engagement, alongside the ability to support high-level promotional and investment facilitation activities.

### Objectives

The Senior Investment Policy Officer will support Invest Maldives in matters relating to foreign investment policy development, investment facilitation, regulatory coordination, strategic investment promotion, and investor outreach activities.

The role will contribute to strengthening the foreign investment regime of the Maldives by supporting policy analysis, regulatory implementation, investor engagement, and the preparation of technical and promotional materials aimed at attracting quality investments into priority sectors of the economy.

### Key Responsibilities

1. Support the review, implementation, and coordination of foreign investment policies, regulations, and strategic investment frameworks of the Government.
2. Provide support in foreign investment registration and facilitation process, by assisting in managing the registration process, liaising with stakeholders, and ensuring investors are informed of progress
3. Prepare policy briefs, reports, cabinet papers, presentations, and technical documentation relating to foreign investments.
4. Support inter-agency coordination relating to foreign investment approvals, compliance matters, regulatory implementation, and investor facilitation processes.
5. Assist in the development and implementation of investment promotion and marketing strategies aimed at positioning the Maldives as a preferred investment destination.
6. Support the preparation of investment pitches, promotional materials, investor guides, presentations, and digital content for local and international investor engagement activities.
7. Coordinate and support participation in investor forums, roadshows, conferences, bilateral meetings, and promotional events organized locally and internationally.

8. Engage with investors, developers, consultants, and public sector institutions to facilitate investment processes and provide timely support as required.
9. Monitor developments relating to the foreign investment regime and identify areas requiring policy refinement, procedural improvements, or regulatory intervention.
10. Perform any other related duties assigned by the Ministry or Invest Maldives.

**Qualifications and Experience:**

Level 7 or 8 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position

**Educational Field:**

- Investment, Investment Management, Economics and Investment, Finance and Investment, Finance and Investment Management, Corporate Finance and Investment, International Trade and Investment, International Trade, International Trade and Finance, International Trade and Logistics, International Trade and Investment, Foreign Trade and International Marketing, Investment Management, Investment Analysis, Economics, International Economics, International Economics and Trade, Financial Economics, Applied Economics, Economics and Finance, Economics and Commerce, Business Economics, Economics and Business, Developmental Economics, Public Economics, Economics and Statistics, Economics and Econometrics, International Affairs, Business, Business Management, Business Administration, International Business, International Business Management, International Management, Finance, Finance and Accounting, International Finance, Commerce, International Commerce, Financial Markets, Capital Markets, Financial Compliance and Governance, Business Law, Commercial Law.

**Experience Field:**

- To provide technical assistance and undertake research activities related to the development, implementation, and coordination of business and investment policies and strategies

**Key Competencies**

<b>Understanding of Governing Policies</b>	Strong understanding of foreign investment frameworks, investment facilitation processes, economic policy considerations, and regulatory coordination mechanisms.
<b>Effective Coordination Skills</b>	Ability to assist in coordinating the efforts of various stakeholders, both internal and external, ensuring smooth facilitation, regulatory approvals, and timely execution of tasks.
<b>Investment Promotion and Marketing</b>	Ability to support investment marketing campaigns, investor outreach initiatives, promotional activities, and international engagement efforts.
<b>Stakeholder Engagement</b>	Strong communication and interpersonal skills to support effective relationships, both internally and alongside investors and public sector institutions.
<b>Adaptability and Initiative</b>	Ability to work independently, manage multiple assignments, and adapt effectively within a fast-paced and evolving policy environment.
<b>Effective Communication Skills</b>	Strong written and verbal communication skills to prepare clear and concise reports and presentations for internal and external stakeholders.

## Candidate Evaluation Criteria

Applicants will be evaluated based on the following criteria:

1	Policy and Technical Understanding	Demonstrated understanding of foreign investment frameworks, economic policy, investment facilitation, or regulatory coordination.
2	Investment Promotion and Marketing Capability	Experience or demonstrated interest in investment promotion, stakeholder engagement, investor relations, communications, or marketing activities.
3	Communication and Presentation Skills	Ability to communicate clearly and professionally through written reports, presentations, and stakeholder interactions.
4	Personal Attributes	Initiative, professionalism, adaptability, teamwork, and commitment to the mandate and objectives of Invest Maldives.
5	Interview Performance	Assessment of technical understanding, analytical thinking, communication ability, and overall suitability for the position.

## Candidate Evaluation and Selection Process

Candidates will be assessed through a structured evaluation process designed to assess academic qualifications, technical competencies, analytical capability, communication skills, and suitability for the role.

### Assessment Components

1	Application Review (20%)	Evaluation of academic qualifications, relevance of educational background, and prior professional experience.
2	Written Assessment (25%)	Candidates may be required to complete a written exercise, policy analysis, case study, or technical assessment relating to foreign investment, economic policy, investment promotion, or stakeholder coordination.
3	Presentation Assessment (20%)	Candidates may be required to prepare and deliver a short presentation marketing related aspects to assess communication, analytical, and presentation capabilities.
4	Interview (35%)	Panel interview assessing: <ul style="list-style-type: none"><li>• Technical understanding of foreign investment and economic policy;</li><li>• Analytical and problem-solving capability;</li><li>• Communication and stakeholder engagement skills;</li><li>• Adaptability and professionalism; and</li><li>• Overall suitability for the role and alignment with the objectives of Invest Maldives</li></ul>

## Contract Terms:

- **Remuneration:**
  - Basic Salary: 9,845.00
  - Job Allowance: 4,595.00
  - Attendance Allowance: 125.00 per day
- **Contract Duration:** 2 years, renewable based on performance
- **Probation Period:** 3 months
- **Working Hours:** 08:00 – 16:00

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01 June 2026