بسم الله الرحمن الرحيم

MALDIVES PENSION OFFICE

TERMS OF REFERENCE

1. Post Details:

Designation	Senior Manager, Investment and Advisory Services
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

Primary Reporting Line: Director, Investment and Research.

Secondary/Governance Line: Key strategic reporting and operational escalation to the Chief Investment Officer (CIO).

Direct Reports: Investment Analysts and Advisory Officers within the department.

3. Overall Responsibilities

The Senior Manager leads the formulation, execution, and oversight of investment strategies for the Maldives Retirement Pension Scheme (MRPS), ensuring that all pension assets are managed with the highest fiduciary standard to optimize long-term member value. This involves analyzing macroeconomic trends, capital market dynamics, global fixed income and equity markets, and emerging asset classes to develop and implement robust asset allocation and portfolio management strategies.

Additionally, the Senior Manager is responsible for leading independent due diligence, directing institutional market research, and assessing strategic domestic and cross-border investment opportunities across the public and private sectors. The role also encompasses driving advisory product innovation suitable for MRPS members and retirees, while fostering professional investment management capabilities within the organization.

4. Scope of Work

- Review due diligence of investment proposals, conduct operational and investment due diligence on external fund managers and global funds, and make independent recommendations.
- Review and implement the Statement of Investment Principles (SOIP), Strategic Asset Allocation (SAA), portfolio optimization frameworks, and other relevant investment guidelines and SOPs in a consistent manner.
- Provide accurate and timely information on MRPS investments to regulatory authorities and other relevant stakeholders.
- Contribute to the research and analysis conducted in relation to the MRPS investments and member benefits.
- Provide technical contributions to research publications issued by the Pension Office.
- Ensure that investment management practices are in compliance with relevant laws, regulations, policies, rules and best practices while adhering to the internal audit recommendations.
- Work with the public and private sector to seek investment opportunities for MRPS.
- Develop and manage the risk and performance management function related to MRPS investments.
- Develop and review investment products that are suitable for MRPS members and retirees.
- Formulate and conduct programs to develop investment management skills and competencies within the organization.
- Any other relevant tasks assigned by the Director, Investment and Research, and the CIO.

5. Qualifications and Experience

- A Master's Degree or equivalent professional qualification (MNQF level 9) in the field of economics, investment management, finance or a related field.
- A minimum of 2 (two) years of professional work experience at managerial level, in a related field.

OR

- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of economics, investment management, finance or a related field.

- A minimum of 4 (four) years of professional work experience at managerial level, in a related field.

6. Desired Skills & Competencies

- A good understanding of the political and socio-economic environment in the Maldives, and knowledge of international cross-border investment norms.
- Strong analytical and research skills, with advanced proficiency in financial valuation, scenario analysis, portfolio optimization tools, and market data platforms (e.g., Bloomberg, Refinitiv).
- Deep understanding of domestic and global capital markets, including fixed income and equities, as well as foreign exchange risk management and derivative hedging instruments.
- Practical experience in conducting operational and investment due diligence on external fund managers and global investment funds.
- Comprehensive knowledge of pension fund governance, including relevant laws, regulations, and other relevant statutory frameworks.
- Excellent and effective communication skills, including the ability to prepare concise reports and presentations, and to develop and defend recommendations.
- Strong interpersonal skills, with the ability to proactively cultivate relationships with relevant stakeholders across the public and private sectors.
- Sound judgment and strong problem-solving skills to address challenges and find innovative solutions.
- Ability to work within a tight schedule, manage and prioritize multiple tasks/initiatives, and deliver on deadlines.
- Ability to act independently and resourcefully in responding to work demands, adjusting to shifting priorities, ambiguity, and change under limited supervision.
- Strong leadership skills, with a demonstrated ability to collaborate, engage, motivate, and mentor team members to achieve common objectives.
- High level of fluency and proficiency in written and spoken Dhivehi and English.
