

## TERMS OF REFERENCE

### 1. Post Details:

|                        |                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Designation</b>     | Investment Analyst                                                                                                                                    |
| <b>Contract Period</b> | 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. |
| <b>Department</b>      | Investment and Advisory Services                                                                                                                      |
| <b>Division</b>        | Investment and Research                                                                                                                               |

### 2. Reporting Requirements

The Investment Analyst shall report to the Senior Manager, 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 due diligence of investment opportunities, 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 of Pension Office 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 Director, Investment and Research.

## **5. Qualifications and Experience**

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

## **6. Desired Skills**

- Strong analytical and research skills, with advanced proficiency in statistical applications.
- Knowledge and experience of using tools and softwares related to investment analysis.



### **Maldives Pension Administration Office**

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- 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.
- Attention to detail and ability to work independently with minimal supervision.
- Willingness to learn and keep track of new developments in the field.
- Demonstrate leadership and ability to collaborate with others to achieve results.
- High level of fluency and proficiency in written and spoken Dhivehi and English language.

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