

TERMS OF REFERENCE

1. Post Details:

Designation	Assistant 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

The Assistant Manager, Investment and Advisory Services will report to the Senior Manager, Investment and Advisory Services.

3. Overall Responsibilities

The Assistant Manager, Investment and Advisory Services shall support the investment and advisory functions of the Maldives Retirement Pension Scheme (MRPS) through investment research, due diligence, valuation, risk and performance analysis, regulatory reporting, and preparation of investment related technical documentation.

The role is responsible for supporting investment decision making, monitoring compliance with approved investment frameworks, enhancing internal investment assessment methodologies, and contributing to the development, implementation, governance, and reporting of MRPS investment strategies and activities.

4. Scope of Work

- Prepare comprehensive investment due diligence reports and financial valuations related to prospective MRPS investment opportunities.
- Prepare weekly and periodic investment reports, including updates on macroeconomic conditions, capital market dynamics, sector developments, and

portfolio performance, and actively participate in investment meetings and technical discussions.

- Support the enhancement and continuous improvement of internal due diligence methodologies, financial modeling tools, investment assessment processes, and evaluation frameworks.
- Conduct research and technical assessments on investable asset classes, financial instruments, investment structures, and portfolio diversification opportunities relevant to the MRPS.
- Evaluate the suitability and risk-return profile of investment structures, instruments, and opportunities in line with the Statement of Investment Principles (SOIP), Strategic Asset Allocation (SAA), and other approved governance frameworks.
- Prepare technical analyses, policy drafts, and briefing notes related to the development and refinement of MRPS investment strategies and advisory functions.
- Monitor and report on MRPS Funds' investment risk metrics, performance attribution, asset allocation levels, and statutory exposure limits.
- Support portfolio rebalancing analysis and execution activities in strict alignment with approved investment frameworks.
- Coordinate with the Fund Management Department to ensure the seamless, timely routing of investment-related documentation, settlement details, and transaction information.
- Ensure the accurate and timely preparation and submission of MRPS investment-related reports, disclosures, and filings with the Capital Market Development Authority (CMDA) and other regulatory bodies.
- Liaise with the MRPS Custodian, securities market regulators, and relevant external stakeholders to respond efficiently to requests for investment-related data and information.
- Collaborate with the Fund Management Department to ensure timely reconciliation of investment holdings and performance data with accounting records.
- Contribute to the drafting of annual reports, management dashboards, and public disclosures related to MRPS investment performance and asset holdings.
- Support investor awareness, stakeholder engagement, and institutional capacity-building initiatives related to MRPS investment activities.
- Carry out any other relevant work assigned by the Senior Manager, Investment and Advisory Services.



Maldives Pension Administration Office

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5. Qualifications and Experience

- 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 2 years of professional work experience in the field of finance, investment analysis, portfolio management, or a relevant analytical field.

6. Desired Skills

- Strong analytical, financial modelling and investment research skills.
 - Knowledge and experience of using tools and software related to investment analysis.
 - Excellent and effective communication skills, including the ability to prepare technical analyses and reports, and 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.
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