

COMPILING FOREIGN DIRECT INVESTMENT STATISTICS IN THE MINISTRY OF ECONOMIC DEVELOPMENT

Introduction:

The Ministry of Economic Development is mandated to undertake all administrative and legal aspects relating to registration of foreign investments in the Maldives. These include amongst other things;

1. Undertake all administrative process of registration of foreign investments.
2. Execution & renewal of Foreign Investment Agreement for registered investors.
3. Monitoring of fee payments by approved Foreign Investments (liaise with MIRA)
4. Attending to requests to share transfers of companies with foreign shareholding.
5. Develop, update and maintain the foreign investments registration database.
6. Ensure that all foreign investments comply with the specific terms and conditions of the foreign investment agreement
7. Support policy development and development of relevant laws and regulations which facilitate the registration and operations of foreign investors.

To establish a comprehensive database of foreign direct investments (FDIs) in the Maldives, the ministry is planning to compile FDI related data in accordance with international standards. Hence, the ministry is seeking the services of an individual **Data Analyst** to produce and digitalize data related to FDIs.

Terms of Reference:

Through a consultative and participative process, the data analyst will be working with the research team and will report to the head of the business registration department. The data analyst shall develop a consistent approach for data collection process and manage FDI-related data, including;

- Data collection;
- Data cleaning;
- Data analysis;
- Data management;
- Preparing reports.

Qualification:

- Graduate degree in Accounting, Finance, Business Administration or any other related field.
- Should be able to read and understand accounting concepts and financial statements.
- Professional experience in a related field.
- Familiar with Microsoft Excel.

Duration of the Contract:

- 6 calendar months, subject to extension.
- Working hours 0800-1600hrs, weekdays.
- The selected applicant may be required to work outside of the above working hours occasionally during the term of the contract.

Remuneration:

- Rf 15,000 per month (inclusive of all benefits)

Recruitment process:

- Applicants interested in providing the services, are required to submit their CV, attested certificates and other relevant information demonstrating his/her qualification and experience in the area.