

## **Terms of Reference – Investor Services Executive**

Invest Maldives established under the Ministry of Economic Development, is the lead Government agency for promoting foreign investments and for the management of strategic economic development projects. The Investor Services Executive will work in the Investor Services Directorate under Invest Maldives.

### **Key Responsibilities**

The Investor Services Executive will assist the Head of the Investor Services Directorate in undertaking the following:

1. Organize forums, seminars, events, and other activities to promote the Maldives as a foreign investment destination.
2. Participate in international fairs, expos, and events to promote foreign investment opportunities in the Maldives.
3. Collaborate and coordinate with local and foreign government agencies and organizations to enhance inward foreign direct investments.
4. Provide guidance and assistance to foreign investors in investing and setting up businesses in the Maldives.
5. Receive and process foreign investment applications.
6. Receive and process proposals submitted under the Unsolicited Proposals Policy.
7. Manage the secretariat of the Board of Investments established under the SEZ Act and provide administrative and technical support in administering the SEZ regime.
8. Produce publications and multimedia content pertaining to investment promotion and facilitation
9. Undertake research on foreign investments and the business environment
10. Other relevant tasks assigned by Invest Maldives.

### **Minimum Qualification and Experience**

1. The applicant must hold a Bachelors' Degree in Business Administration/Management/Marketing or a relevant field
2. Minimum 3 years of work experience

### **Skills and Other Requirements**

1. Proficiency in Microsoft Office package
2. Ability to effectively prioritize and execute tasks in high-pressure environments.
3. Ability to manage multiple tasks and work to tight deadlines.
4. Experience in working both independently and in team-oriented, collaborative environments.
5. Excellent communication skills

### **Working hours**

0800-1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally.

**Gross Remuneration**

MVR 33,000 per month

**Number of positions: 2**

**Recruitment Process**

Applicants interested in providing the services are required to submit their CV, certificates, and other relevant information demonstrating his/her qualification and experience in the area. The interview for the shortlisted candidates will be held during the first week of December 2021.

**Duration of Employment**

24 Calendar Months