

## **Terms of Reference**

### **Chief Executive Officer – Invest Maldives**

Invest Maldives established under the Ministry of Economic Development, is the lead Government agency for investment promotion, facilitation and the management of strategic economic development projects. The Chief Executive Officer shall lead the strategic direction and administration of Invest Maldives to deliver its mandate in accordance to Government policies and priorities.

#### **Key Responsibilities**

The CEO shall effectively manage the operations of Invest Maldives to ensure the delivery of the following main functions:

1. Formulate and implement strategies to promote Maldives as a foreign investment destination.
2. Collaborate and coordinate with local and foreign government agencies and organisations to enhance inward foreign direct investment.
3. Provide guidance and assistance to foreign investors in investing and setting up businesses in the Maldives.
4. Receive and process foreign investment applications.
5. Receive and process proposals submitted under the Unsolicited Proposals Policy.
6. Manage the secretariat of the Board of Investments established under the SEZ Act and provide administrative and technical support in administering the SEZ regime.
7. Undertake research pertaining to foreign investments and the business environment.
8. Manage and coordinate strategic infrastructure projects and PPP projects undertaken by Invest Maldives throughout the project life cycle.
9. Steer the delivery of government targets relating to the preparation, coordination and management of strategic infrastructure and PPP projects.
10. Other relevant tasks assigned to Invest Maldives.

#### **Minimum Qualification and Experience**

1. The applicant must hold a Master's degree in economics / Public Administration/ Business Administration/ Management/ Finance or a related field
2. Minimum 5 years of work experience in similar lines of work: investment promotion/ project management/ economic policy/ public administration/ business development/ marketing
3. Minimum 3 years of experience in management/leadership positions

#### **Skills and Other Requirements**

1. Communication skills in both English and Dhivehi
2. Leadership and organizational skills
3. Experience in working in team oriented, collaborative environments

#### **Working hours**

0800-1600hrs, weekdays

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

**Gross Remuneration**

MVR 45,000/- per month

**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 third / fourth week of February 2022.

**Duration of Employment**

24 Calendar Months