

Terms of Reference

Investor Services Coordinator

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 Coordinator will work in the Investor Services Directorate under Invest Maldives.

Key Responsibilities

The Investor Services Coordinator will be an integral part of the Investor Services Directorate team responsible for undertaking the following:

1. Collaborate and coordinate with local and foreign government agencies, organisations and the private sector to enhance inward foreign direct investments.
2. Provide guidance and assistance to foreign investors in investing and setting up businesses in the Maldives.
3. Receive and process foreign investment applications.
4. Receive and process proposals submitted under the Unsolicited Proposals Policy.
5. Manage the secretariat of the Board of Investments established under the SEZ Act and provide administrative and technical support in administering the SEZ regime.
6. Review and analyze commercial proposals and prepare documentation for negotiations with investors.
7. Prepare position papers relating to strategic economic projects implemented by the Ministry
8. Organise forums, seminars, events and other activities to promote Maldives as a foreign investment destination.
9. Participate in international fairs, expos and events to promote foreign investment opportunities in the Maldives.
10. Produce publications and multimedia content pertaining to investment promotion and facilitation
11. Undertake research on foreign investments and the business environment
12. Other relevant tasks assigned by Invest Maldives.

Minimum Qualification and Experience

1. The applicant must hold a Masters Degree in Business Administration/ Management/ Marketing/ Economics 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 26,000/- per month

Only shortlisted candidates will be invited for interview