



Research Associate Terms of Reference

Position:	Research Associate
Specialization:	Investments
Post Type:	Permanent (Initial contract shall be 1 (one) year). The contract will be made permanent on successful completion of one year based on performance.
Department:	Investments and Advisory Services
Classification:	Manager, Gr 1
Level	SM1

Reporting Relationships

The Research Associate will report directly to the Head, Investment and Advisory Services and is expected to work with the Investment Advisory Services Department.

Overall Responsibilities:

The Research Associate is responsible for analysing and conducting research related to markets, financial assets, economics, portfolio risk, performance management and pension benefits.

Specific Tasks:

- Collection, organisation and analysis of data on financial and other sectors locally and internationally through primary and secondary sources;
- Developing forecasting and predictive models, and developing scenarios to support the investment management practices;
- Preparing investment due diligence and other technical reports related to MRPS investments and other member benefits;



- Conduct statistical analysis of pension administration data and identify patterns that are relevant for pension policy decisions;
- Developing a framework for production of routine reports (both internal and statutory purposes) and publication of such reports;
- Conduct ad hoc research as required to support social and economic policy objectives;
- Collaborate with national and international organisations to conduct research and dissemination of research about income security;
- Any other relevant tasks assigned by the Head, Investments and Advisory Service or the Chief Financial Officer.

Minimum Requirement/Qualification

- A Bachelor's Degree (MQA Level 7) or equivalent professional qualification (MQA level 7) in the field of Finance, Economics, Investments, Fund Management, Actuarial Science.
- A minimum of 3 years of professional work experience in a relevant field, after attainment of a Bachelor's Degree (MQA level 7).

Desired Skills and Competencies:

- Excellent analytical and quantitative skills with computer proficiency;
- Excellent and effective communication skills, including the ability to prepare the technical analysis and reports, deliver presentations, making and defending recommendations;
- Excellent organizational, time management and strong interpersonal skills with a desired leadership;
- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively.

