

## Research & Risk Analyst

<b>Document Number</b>	TOR-2020/10	<b>Authorized Date</b>	29 November 2020
<b>Owner</b>	Investments and Financial Management	<b>Version</b>	1
<b>Classification</b>	Internal	<b>Author</b>	Shiufa Hussain
<b>Effective Date</b>	25 November 2020	<b>Authorized by</b>	Fathimath Sujatha Haleem

### Research & Risk Analyst

#### 1. Introduction

**Post:** Research & Risk Analyst

**Post Type:** Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)

**Classification:** Assistant Manager Gr. 1

**Rank:** MM3

**Department:** Investments and Advisory Services

**Division:** Investments and Financial Management

#### 2. Reporting Relationships

The Research and Risk Analyst will report directly to the Head of Investment & Advisory Services and is expected to work closely with team members of the Investment Advisory Services Department.

#### 3. Overall Responsibilities

The Research & Risk Analyst will contribute technical inputs for MRPS related investments and other member benefits while undertaking all responsibilities related to Risk Management functions of MRPS.

#### 4. Specific Duties




- Conducting research on risk and return characteristics on asset classes.
- Conducting portfolio analysis, measuring and assessing the risks within investment portfolios.
- Setting appropriate risk limits, monitoring of these limits and escalating issues as appropriate.
- Measurement and assessment of portfolio liquidity.
- Generating risk reports for management, board, and external regulators as required.
- Preparing quarterly and semi-annual risk reports for management, board, and external regulators and managing an annual review of the risk management process and risk profiles.
- Presentation of Risk reports to relevant stakeholders as required, covering all aspects of risk measurement and assessment.
- Development of policies for implementing risk management functions.
- Forecasting 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.
- Any other relevant tasks assigned by the Head of Investment Advisory Services or the Chief Financial Officer.

## 5. Minimum Qualifications / Work Experience

- A Bachelor's Degree in the field of Economics, Finance or Investment.
- A minimum 3 years of experience, working in a relevant field.

## 6. Desired Skills and Competencies

- Excellent and effective communication skills, including the ability to prepare the technical analysis and reports; and deliver presentations, making and defending recommendations.
- Excellent analytical and quantitative skills with computer proficiency.
- 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 with minimum supervision.

