

TERMS OF REFERENCE- INVESTMENT ANALYST

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Owner	Investment and Advisory Services	Version	1
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Terms of Reference

1. Introduction

Post: Investment Analyst

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

Classification: Officer Gr 1, Level 1

Rank: MM1

Department: Investment and Advisory Services

Division: Investments and Financial Management

2. Reporting Relationships

The Investment Analyst will be working in the Investment and Advisory Services Department under the supervision of Head, Investments and Advisory Services.

3. Overall Responsibilities

Monitoring the MRPS investments while preparing the due diligence, valuation and other related analysis, reports and documents.

4. Main Responsibilities:

- o Prepare and present investment related research, due diligence and valuation reports;
- o Monitor and report MRPS investment risk, performance, asset allocations and exposure limits;
- o Update and maintain the macroeconomic data on the local economy and on listed entities released by State authorities and other institutions;
- o Attend investment meetings held internally and externally and prepare the required documents;
- o Liaise with MRPS Custodian, Pension Fund Supervisor and respond to requests for information;
- o Prepare the documents related to MRPS investment decisions made by the Board and Management;
- o Route all required investment related documents to the Investment Operations Department;
- o File the MRPS investment related reports with Pension Fund Regulator in a timely manner;




- Collaborate with the Investment Operations Department to reconcile investment related information with the accounting records.
- Any other relevant tasks assigned by the Head, Investments and Advisory Services, or the Chief Financial Officer.

5. Skills and Competencies

- Excellent and effective communication skills, including the ability to prepare technical analysis and reports; and deliver presentations.
- 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.
- Fluency in business communications in both Dhivehi and English language.
- Priority will be given to personnel with investment management and macroeconomic research work experience.

6. Minimum Qualifications

Bachelor's Degree (MQA Level 7) in Economics, Finance, Actuarial Science, Investment or equivalent relevant professional qualification

