



Terms of Reference - Head, Investments and Advisory Services

1. Introduction

Post:	Head, Investments and Advisory Services (Head, IAS)
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:	Manager - Senior Manager
Rank:	SM2 - SM4
Department:	Investments and Advisory Services
Division:	Investments and Financial Management

2. Reporting Relationships:

The Head, Investment Advisory Services will be working as the head of the department under the supervision of the Chief Financial Officer (CFO)

3. Overall Responsibilities:

Implementing the investment strategies of the Maldives Retirement Pension Scheme (MRPS) while overseeing the investment, research, risk and performance functions and making independent recommendations.

4. Main Responsibilities

- Review due diligence of investment proposals and make independent recommendations;
- Review and implement the Statement of Investment Principles (SOIP), Strategic Asset Allocation (SAA) and other relevant investment guidelines and SOPs in a consistent manner;
- Provide accurate and timely information on MRPS investments to regulatory authorities and other relevant stakeholders;
- Oversee and contribute to the research and analysis conducted in relation to the MRPS investments and member benefits.
- Provide technical contributions to research publications issued by the Pension Office;
- Ensure that investment management practices are in compliance with relevant laws, regulations, policies, rules and best practices while adhering to the internal audit recommendations;
- Work with both public and private sector to seek investment opportunities for MRPS;



- Develop and manage the risk and performance management function related to MRPS investments;
- Develop and review investment products that are suitable for MRPS members and retirees;
- Formulate and conduct programs to develop investment management skills and competencies within the organization.
- Any other relevant tasks assigned by the CFO

5. Skills and Competencies

- Superior analytical and quantitative skills
- Ability to perform fully at professional level analysis on fund investment strategies.
- Ability to proactively cultivate networks with people across a variety of functions and locations within and outside the organization.
- Willingness to help others by sharing knowledge; commitment to work towards win/win solutions.
- Ability to act independently and resourcefully in responding to work demands, adjust to multiple demands, shifting priorities, ambiguity and change, as work is performed under limited 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 in Economics, Finance, Investment or an equivalent relevant professional qualification (MQA Level 7) in CFA (Chartered Financial Analyst).

7. Work Experience

Minimum 6 years of post qualification working experience in a related field.

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