

Terms of Reference

Position: Manager, Investment Analysis

Post type:: Permanent

(Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance upon successful completion of one year.)

Department: Investment and Advisory Services

Reporting Relationships

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

Overall Responsibilities:

Conduct, oversee and develop Maldives Retirement Pension Scheme (MRPS) investment functions including; investment due diligence, valuation, monitoring and risk management processes.

Specific Tasks:

- Assist in developing suitable investment strategies for MRPS.
- Develop detailed financial models and frameworks for investment analysis.
- Conduct research on companies, industries, and market conditions to analyze potential investments.
- Conduct investment analysis, research, and due diligence of investments.
- Prepare and review reports on MRPS investment risk, performance, asset allocations and exposure limits.
- Develop forecasting and predictive models, scenario analysis and other technical reports to support the investment management functions.
- Attend investment meetings held internally and externally and review the required documents.



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- Liaise with MRPS Custodian, Pension Fund Supervisor and respond to requests for information.
- Prepare and review documents related to MRPS investment decisions made to the Board and Management.
- Collaborate with the Investment Operations Department to reconcile investment related information with the accounting records.
- Any other relevant tasks assigned by the Head of Investments and Advisory Services, and the Chief Investment Officer.

Minimum Qualifications and Work Experience

- A Bachelor’s Degree or equivalent professional qualification in the field of Economics, Finance, Investments, Fund Management, Actuarial Science or Accounting.
- A minimum of 3 years of professional work experience in a relevant field, after attainment of undergraduate degree.

Desired Skills and Competencies:

- Excellent analytical and quantitative skills with computer proficiency.
- Excellent 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.
- Ability to multitask, work flexibly and meet tight deadlines.
- Attention to details and proven ability to work independently and effectively.


