

## Investment Development Analyst

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<b>Owner</b>	Investments and Financial Management	<b>Version</b>	1
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<b>Effective Date</b>	25 November 2020	<b>Authorized by</b>	Fathimath Sujatha Haleem

### Investment Development Analyst

#### 1. Introduction

**Post:** Investment Development 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:** Investment Advisory Services

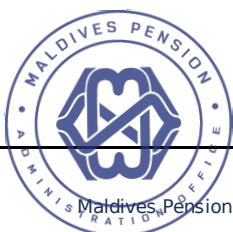
**Division:** Investments and Financial Management

#### 2. Reporting Relationships

The Investment Development 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 Investment Development Analyst will contribute technical inputs for MRPS related investments and other member benefits while undertaking stakeholder education, awareness, and other engagements.



#### 4. Specific Duties

- Analysing the data and other information related to technical studies conducted by MPAO on financial and other sectors locally and internationally through primary and secondary sources.
- Preparation and presentation of monthly analyst briefings on the latest macroeconomic and financial trends, available locally and internationally.
- 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.
- Preparing annual equity valuation reports for MRPS audit.
- Updating and maintenance of macroeconomic data on the local economy, and on listed entities released by Governmental authorities and other relevant parties.
- Preparing the MRPS fund / assets performances and Capital market and financial highlights for the MPAO Annual Report.
- Collaborating with the Investment Operations team to reconcile trade information with accounting records.
- Developing various retirement planning and general financial literacy programs and implement an effective mode of delivery of such programs.
- Contributing to investor education and awareness programs, researches and studies organised and conducted by stakeholders.
- 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.
- 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.

