

Terms of Reference

Post: Investment Analyst

Post Classification: MM1, Level 1

Department: Investments and Advisory Services

Division: Investments and Financial Management

Main Responsibilities:

- Preparation and presentation of weekly investment reports to the investment team for decision making;
- Preparation and presentation of monthly analyst briefings on the latest macroeconomic and financial trends, available locally and internationally;
- Monitoring and reporting the performance of MRPS investee companies and other listed entities. This includes, the preparation of performance reports on quarterly earnings releases, corporate actions etc.;
- Monitoring and reporting of MRPS asset allocation and exposure limits;
- Updating and maintenance of macroeconomic data on the local economy, and on listed entities released by governmental authorities and other relevant parties;
- Attending investment meetings held internally and externally and the preparation of observation notes;
- Liaising with MRPS Custodian and Pension Fund Regulator and responding to requests for information;
- Preparation of documents related to order management process relating to trading;
- Routing all trading related documents to investment operations team;
- Collaborate with Investment Operations team to reconcile trade information with accounting records; and
- Any other relevant tasks assigned by the Head of Investments and Advisory Services, or the Chief Financial Officer.

Minimum Qualifications:

- A Diploma (MNQF level 5) or equivalent professional qualification in the field of Accounting, Finance, or Economics.

Experience:

- A minimum of 2 years of professional work experience in a relevant field.

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