



Investment Analyst Terms of Reference

Position:	Investment Analyst
Specialization:	Investments
Post Type:	Permanent (Initial contract shall be 1 (one) year). The contract will be made permanent on successful completion of one year based on performance.
Department:	Investments and Advisory Services
Classification	Officer Gr1, Level 1
Level	MM1

Reporting Relationships

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

Overall Responsibilities:

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

Specific Tasks:

- Preparing investment due diligence and other technical reports related to MRPS investments and other member benefits;
- Monitor and report MRPS investment risk, performance, asset allocations and exposure limits;



Maldives Pension Administration Office, 8th Floor, Allied Building, Chaandhanee Magu, Male', Maldives

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- Update and maintain the macroeconomic data on the local economy and on listed entities released by State authorities and other institutions;
- Attend investment meetings held internally and externally and prepare the required documents;
- Liaise with MRPS Custodian, Pension Fund Supervisor and respond to requests for information;
- Prepare the documents related to MRPS investment decisions made by the Board and Management;
- Route all required investment related documents to the Investment Operations Department;
- 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, and the Chief Financial Officer.

Minimum Requirement/Qualification

A Bachelor's Degree (MQA Level 7) or equivalent professional qualification (MQA level 7) in the field of Finance, Economics, Investments, Fund Management, Actuarial Science

Desired Skills and Competencies

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



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