

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

TERMS OF REFERENCE

1. Post Details:

Designation:	Research Analyst
Post Type:	Permanent
Contract Period:	The initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.
Department:	Policy and Programs

2. Reporting Requirements

The Research Analyst shall report to the Manager, Policy and Programs.

3. Overall Responsibilities

The main responsibility of the Research Analyst shall be analysing and conducting research pertaining to social security policies; and prepare associated technical analyses, reports, and documents.

4. Scope of Work

- Collect, organise and analyse data on economic and social security sector through primary and secondary sources;
- Conduct statistical analysis of data related to pension contributions, fund performance, and demographic factors to provide basis for evidence-based decision making;
- Utilise statistical tools and methods to derive meaningful insights from pension-related datasets;
- Forecast predictive models and develop scenarios to support the policy strategies.



- Undertake research required to formulate discussion papers on development of projects, pension schemes and programs;
- Prepare technical analysis, technical reports and policy drafts related to the development of policy strategies and functions;
- Understand and keep abreast of evolving policy developments within the pension and social security sector, and the shifts in economic conditions or workforce demographics that may impact policy effectiveness;
- Collaborate with internal and external stakeholders, including Government in the formulation and implementation of policies, schemes and programs;
- Carry out formulation and preparation of the Pension Office's strategic plan, annual action plans and budgets;
- Monitor and report the implementation of the strategic action plan and annual work plan of the Pension Office quarterly;
- Monitor the implementation of National Strategic Action Plan activities and prepare reports required to be sent to stakeholders;
- Any other relevant tasks assigned by the Manager, Policy and Programs.

5. Qualifications and Experience

- A Bachelor's degree or equivalent professional qualification (MNQF level 7) in the field of policy studies, public policy, social policy, social science, data science, statistics, economics, finance or related field.
- 2 years of professional work experience in a related field after attaining the Bachelor's degree or equivalent professional qualification.

6. Desired Skills

- Excellent analytical and quantitative skills, with proficiency in using relevant computer applications.
- Excellent and effective communication skills, including the ability to prepare technical analyses and reports, deliver presentations, making and defending recommendations.
- Excellent organisational and time management skills, with the ability to multitask, to work flexibly and meet tight deadlines.
- Fluency in written and spoken Dhivehi and English is highly essential.
- Attention to detail and ability to work independently with minimal supervision.



- Willingness to learn and keep track of new developments in the field.
- Committed to learning and development.
- Proficiency in using computer applications, specifically MS Office, Office 365 or Google Workspace.


