

Terms of Reference

Research Analyst

Maldives International Financial Services Authority

Maldives International Financial Services Authority (MIFSA) was established by the President on the 21st of January 2024. The purpose of MIFSA is to modernize the financial system regulatory framework to create an enabling environment for the establishment of a vibrant financial sector in the Maldives.

The mandate of the MIFSA are;

1. To formulate the legal framework for the provision of offshore/onshore financial services under the Special Economic Zone Act (law no: 21/2014)
2. To formulate and establish a framework for the establishment of offshore/onshore development bank and international financial services centers under the Special Economic Zone Act (law no: 21/2014)
3. To conduct research focused on finding modern solutions to overcome legal, institutional, and procedural impediments for the development and competitiveness in the financial sector.
4. To conduct research focused on identifying legal, institutional, and procedural impediments on modernization, development, competitiveness among financial services firms operating in the Maldives.

Responsibilities

- Collecting relevant information for decision-making and policy development.
- Assisting in analyzing data related to financial services and regulatory matters.
- Coordinating with other departments, teams, and staff members within the authority.
- Interacting with external stakeholders, government bodies, and industry partners.
- Scheduling and Coordination manages the executive's calendar, schedules meetings, and coordinates appointments.
- Handling incoming and outgoing communications (emails, letters, phone calls) on behalf of the executive.
- Organizing materials, preparing agendas, and taking minutes during meetings.

- Assisting with board meetings, including preparing meeting materials, distributing agendas, and recording minutes.
- Keeping official records, documents, and files related to the authority's operations.
- Properly archiving historical documents and maintaining an organized filing system.

Qualifications and competencies

- Completed a Degree in Finance, Economics, or Econometrics with a minimum of 2 years of work experience.

Working Hours: 0800-1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally.

Remuneration: MVR 20,000.00 per month.

Duration: one year

Reporting to:

- Administration and Finance Executive