

Terms of Reference: Investor Services Coordinator

Position Title:	Investor Services Coordinator
Reporting to:	Chief Executive Officer, Invest Maldives
Type of Appointment:	Full-Time Contract
Duration:	2 years, renewable based on performance

Background

The Government of Maldives is committed to fostering a thriving investment environment that drives economic growth and contributes to long-term development. Invest Maldives plays a pivotal role in promoting foreign investments across key sectors, including tourism, renewable energy, and infrastructure. The Investor Services Coordinator will support Invest Maldives in managing investor relations, facilitating investment activities, and ensuring the smooth execution of investment processes within the agency.

Objectives

The Investor Services Coordinator will work with the team at Invest Maldives in providing technical, administrative, and operational support to facilitate investment opportunities and ensure efficient investor services.

Key Responsibilities

1. Assist in reviewing and processing applications for investments, including and not limited to, proposals under the Special Economic Zones (SEZ) Act and Private Sector Initiated Proposals (PSIP) regime.
2. Prepare detailed reports, documentation, and presentations for investors, the Board of Investments, and other relevant stakeholders.
3. Assist in preparing financial and non-financial analyses related to investment proposals and strategic economic projects.
4. Help ensure that all investment activities comply with national regulations and investment frameworks.
5. Support the organization on investment forums, seminars, and events, both within the Maldives and internationally, aimed at promoting the Maldives as a preferred investment destination.
6. Provide operational support for the successful execution of key economic projects, including collaboration with relevant government agencies and stakeholders.
7. Act as a liaison between investors and relevant government bodies, ensuring that investor needs are addressed as needed.
8. Provide support in foreign investment registration and facilitation process, by assisting in managing the registration process, liaising with stakeholders, and ensuring investors are informed of progress.
9. Assist with the design, preparation, and delivery of marketing materials, investment pitches, and promotional content to support investor outreach and promotional campaigns.
10. Coordinate and support the development of presentations, both written and oral, for local and international investor forums, roadshows, and high-level meetings to showcase investment opportunities in the Maldives.
11. Assist with other related tasks as assigned by the Ministry.

Qualifications and Experience

- A Bachelor's Degree in Economics, Business Administration, Public Policy, Law, Project Management, Marketing, or a related field.
- At least 2 (two) years of relevant professional experience, preferably in investment facilitation, regulatory processes, or public-private partnerships.
- Experience in assisting with the management of multi-stakeholder projects or government-led initiatives is an advantage.

- Familiarity with business development or investment-related projects in a governmental or international development context is preferred.
- Proven confidence in presentation delivery skills, with the ability to effectively communicate investment opportunities and key messages to diverse audiences.

Key Competencies

Effective Coordination Skills	Ability to assist in coordinating the efforts of various stakeholders, both internal and external, ensuring smooth project facilitation, regulatory approvals, and timely execution of tasks.
Stakeholder Engagement	Strong communication and interpersonal skills to support effective relationships, both internally and alongside with investors, developers, and public sector institutions.
Understanding of Regulatory Context	Awareness of regulatory frameworks relevant to investment facilitation and infrastructure development, with the ability to assist in interpreting and applying regulations.
Project Management Capability	Ability to assist in the management and support of investment projects, ensuring that they are completed on time and meet required standards.
Monitoring and Reporting	Ability to track and assist in reporting on project progress, identify potential challenges, and provide structured updates to senior stakeholders.
Problem-Solving Skills	Ability to help resolve challenges in project implementation, mediate between conflicting interests, and escalate matters as necessary.
Adaptability and Initiative	Willingness to take initiative, adapt to changing conditions, and proactively support the agency in execution of its mandate.
Effective Communication Skills	Strong written and verbal communication skills to prepare clear and concise reports and presentations for internal and external stakeholders.

Candidate Evaluation Criteria

Applications will be evaluated based on the following:

1. **Educational Background:** Relevance of degree(s) to economics, business, law, project management, or related fields.
2. **Professional Experience:** Years and relevance of prior experience in investment facilitation, regulatory processes, project management, or related areas.
3. **Presentation & Communication Skills:** Demonstrated ability to confidently deliver presentations and communicate effectively with diverse audiences.
4. **Technical Competencies:** Familiarity with regulatory frameworks, investment promotion, marketing, and stakeholder engagement.
5. **Analytical & Problem-Solving Ability:** Capacity to analyze proposals, identify challenges, and recommend solutions.
6. **Personal Attributes:** Adaptability, initiative, teamwork, and commitment to Invest Maldives' mandate.
7. **Interview Performance:** Assessment of practical knowledge, communication ability, and suitability for the role.

Candidate Evaluation and Selection Process

Candidates will be assessed through a multi-stage process that evaluates academic background, professional experience, technical knowledge, and practical skills. The process will include a written examination, interview, and a presentation exercise to measure communication and delivery capabilities.

Assessment Components

1. **Written Exam (20%):** Candidates will complete a short case study or analytical exercise to assess technical understanding, analytical skills, and clarity of written communication.
2. **Presentation Delivery (20%):** Candidates will prepare and deliver a short presentation on a given investment-related topic to evaluate confidence, clarity, and presentation skills.
3. **Interview (45%):** Panel interview assessing experience, problem-solving, stakeholder engagement, personal attributes, and alignment with the mandate of Invest Maldives.
4. **Application Review (15%):** Evaluation of educational qualifications and relevant professional experience.

Contract Terms

- **Remuneration:** MVR 26,000 (all inclusive)
- **Contract Duration:** 2 years
- **Probation Period:** 3 months

28 August 2025