

## Terms of Reference: Investor Services Executive

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

### Background

The Government of Maldives is committed to fostering a thriving investment environment that drives economic growth, creates job opportunities, and contributes to the country's long-term development goals. Invest Maldives, under the Ministry of Economic Development and Trade, plays a pivotal role in the registration, promotion, and facilitation of foreign investments across various sectors such as tourism, renewable energy, infrastructure, and manufacturing.

As part of its efforts to enhance the efficiency and effectiveness of its investment facilitation services, Invest Maldives is seeking to strengthen its team by appointing an **Investor Services Executive**. This role is essential for providing strategic oversight and guidance to investors, ensuring that investment opportunities are efficiently processed and that investors have access to necessary support throughout their investment journey.

The **Investor Services Executive** will work closely with the team at Invest Maldives, government agencies, and the private sector to attract both domestic and international investments that align with the national priorities and vision for economic diversification and sustainable development.

### Objectives

The **Investor Services Executive** will serve as the primary point of contact for investors, ensuring effective communication and support throughout the investment process.

### Key Responsibilities

1. Assist in managing the administrative and technical support required for the Board of Investments, ensuring effective operations and decision-making.
2. Review and carry out detailed due diligence of applications submitted under the Special Economic Zones (SEZ) Act and the Private Sector Initiated Proposals (PSIP) regime.
3. Present findings of detailed analysis of applications submitted under the SEZ Act to the Board of Investments.
4. Present findings of detailed analysis of applications submitted under the PSIP regime to the Economic Council.
5. Carry out analysis of strategic economic projects and prepare papers for submission to the Economic Council and the Cabinet as needed.
6. Coordinate with relevant government institutions to ensure smooth execution of strategic economic projects.
7. Monitor the progress of key developmental projects assigned to the agency, ensuring that deliverables are met and provide detailed progress reporting to relevant stakeholders as needed.
8. Review agreements and MOUs to be signed with investors and other stakeholders, ensuring they meet legal and financial standards.
9. Work with local and international governmental bodies, organizations, and the private sector to promote Foreign Direct Investments (FDI) in the Maldives.
10. Conduct research related to trends in foreign investment and the business environment.
11. Serve as a point of contact for foreign investors, providing them with necessary information and guidance to facilitate their investment decisions.
12. Provide support in organizing forums, seminars, and events, both within the Maldives and internationally, to promote the Maldives as an investment destination.
13. Assist with technical and logistical arrangements for international events, ensuring all operational needs are met.

14. Provide support in foreign investment registration and facilitation process by overseeing the registration process for foreign investments, ensuring compliance and timely communication with investors and relevant authorities.
15. 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, or a related field is required. A master's degree is desirable.
- A minimum of 3 (three) years of relevant professional experience, with demonstrated competency in investment facilitation, regulatory processes, or public-private partnership coordination.
- Prior experience in investment promotion, project management, or working with government-led initiatives will be an advantage.
- Familiarity with business development, regulatory frameworks, or investment-related projects in a government or international setting is preferred.

### Key Competencies

<b>Effective Coordination Skills</b>	Ability to work effectively across different departments, agencies, and stakeholders to ensure smooth project facilitation, regulatory approvals, and timely execution of tasks.
<b>Stakeholder Engagement</b>	Strong interpersonal and communication skills to liaise effectively with investors, developers, public institutions, and other stakeholders, building strong collaborative relationships.
<b>Understanding of Regulatory Context</b>	Familiarity with regulatory frameworks relevant to investment facilitation and infrastructure development, with the capacity to interpret and implement regulations effectively.
<b>Project Management Capability</b>	Experience with project management, particularly with large-scale or multi-stakeholder projects, and the ability to coordinate activities from planning through to execution.
<b>Monitoring and Reporting</b>	Ability to track and report on project progress, identify issues, and provide clear, structured updates and recommendations to management and stakeholders.
<b>Problem-Solving Skills</b>	Ability to address and resolve challenges in project implementation, mediate between conflicting interests, and escalate matters with clear context when necessary.
<b>Adaptability and Initiative</b>	Willingness to take initiative and adapt to a dynamic environment, demonstrating flexibility in response to evolving institutional frameworks and requirements.
<b>Effective Communication Skills</b>	Strong written and verbal communication skills, capable of preparing clear and concise reports, presentations, and proposals for internal and external audiences, while promoting transparency and alignment across teams.

### Contract Terms

- **Remuneration:** MVR 33,000.00 (all inclusive)
- **Contract Duration:** 2 years
- **Probation Period:** 3 months

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02 June 2025