

## Head, Investment and Advisory Service

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### Head, Investment and Advisory Service

#### 1. Introduction

**Post:** Head, Investments and Advisory Services

**Post Type:** Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.

**Classification:** Senior Manager, Gr 2

**Rank:** SM4 (Level 3)

**Department:** Investments and Advisory Services

**Division:** Investments and Financial Management

#### 2. Reporting Relationships:

The Head, Investments and Advisory Services will report to the Chief Financial Officer.

#### 3. Overall Responsibilities

- The Head, Investment and Advisory Services will be responsible for implementing the investment strategy of the pension fund and overseeing the due diligence and risk management of the investments and making independent recommendations to the investment committee.
- Oversea the Research Department which carries out the macroeconomic and social security research to design new benefit schemes for the members of the pension fund.

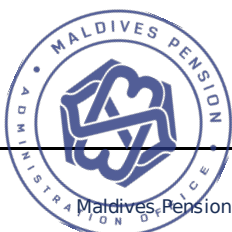


#### 4. Specific Duties

- Conducting due diligence of investment proposals and make independent recommendations;
- Reviewing and implementing the Strategic Asset Allocation (SAA), Statement of Investment Principles (SOIP) and other relevant investment guidelines and SOPs in a timely manner.
- Providing accurate and timely information on pension fund investments to regulatory authorities and other relevant stakeholders.
- Providing technical contributions to research publications issued by the Pension Office.
- Ensuring that investment management practices are in compliance with relevant laws; regulations, policies, rules and best practices while adhering to the internal audit recommendations;
- Working with both public and private sector to seek investment avenues for pension fund;
- Developing financial products and financing arrangements that address the long term needs of pension fund;
- Develop and manage the risk management function related to the pension fund investments;
- Reviewing and developing investment products that are suitable for members of MRPS and retirees;
- Formulating and conducting programs to develop investment management skills and competencies to develop the investment talent pool; and
- Any other relevant tasks assigned by the Chief Financial Officer ( CFO)

#### 5. Desired Skills and Competencies

- Superior analytical and quantitative skills
- Ability to perform fully professional level analysis on investment fund strategy.
- Ability to proactively cultivate networks with people across a variety of functions and locations within and outside the Pension Office.
- Able to work effectively and cooperatively with all stakeholders.
- willingness to help others by sharing knowledge; commitment to work toward win/win solutions and ability to convey facts and ideas clearly and in an organized manner in writing and verbally.
- Ability to act independently and resourcefully in responding to work demands, adjust to multiple demands, shifting priorities, ambiguity and change, as work is performed under limited supervision at most stages.
- Priority would be given to personnel with investment management or macroeconomic research work experience



## 6. **Qualifications and Work Experience**

Minimum Bachelor's Degree in Economics, Finance or Investment or an equivalent professional certificate (MQA Level 7) or above in

- CFA (Chartered Financial Analyst) or
- FRM (Financial Risk Manager)

A minimum of 6 years of post-graduate working experience in a related field

