

## **MANAGER, INVESTMENTS**

Reporting to the General Manager (Finance & Investments), he/she will be responsible for developing and implementing the Investment Management Strategy of the Fund and managing the Fund's investment in capital and money markets, Tenant Purchase Scheme (TPS) and mortgage bonds to ensure prudent investments in order that members get a competitive rate of return.

### **KEY RESPONSIBILITIES:**

- Manage the Fund's portfolio of securities to ensure profitability and compliance with the Fund's risk management policy;
- Closely monitor the external Fund Managers in the implementation and compliance with the Fund's Investment Policy;
- Coordinate the presentation by the Fund Managers to the management investment committee and Board;
- Meet with Fund Managers, Investment Advisors and Custodians to review goals and discusses Investment strategies;
- Perform or evaluate research, such as detailed company or industry analyses, to inform financial forecasting, and decision-making on investment opportunities;
- Undertake actuarial valuations;
- Adhere to the statutory and regulatory requirements;
- Insure all Fund assets to manage risks;
- Develop and implement various policies in the department;
- Undertake Portfolio construction; Asset allocation, identification and analysis of new opportunities; and
- Manage day to day operations of the Tenant Purchase Scheme, authorize the creation and closure of accounts as per the policy and authorize the repossession process.

### **JOB REQUIREMENTS/SPECIFICATIONS:**

- Master's Degree in Actuarial Science, Accounting, Finance, Economics or related fields from a recognized institution;
- Bachelor's Degree in Insurance, Actuarial Science, Accounting, Finance, Economics or related fields from a recognized institution;
- Professional Qualification such as Certified Public Accountant(CPA), Certified Financial Analyst (CFA), Certified Investment and Financial Analyst (CIFA), Certificate of Insurance, or any other relevant qualification;
- At least ten (10) years' relevant cumulative work experience, five (5) of which should have been in a senior management position;
- Membership to a relevant and accredited professional body such as the CFA Institute, ICIFA, Institute of Faculties of Actuaries (IFoA), Society of Actuaries (SoA), The Actuarial Society of Kenya (TASK) and/or ICIFA; and in good standing;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled requirements of Chapter 6 of the Constitution.

**COMPETENCIES:**

- Good leadership skills;
- Strong interpersonal skills;
- Organizational & planning skills; and
- Attention to details.