

## **CAREER OPPORTUNITY**

Applications are invited from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Manager, Equity Trading (GMG/SEG 3)** in the **National Insurance Investment Secretariat (NIF) Department** of the Ministry of Labour and Social Security, **Salary \$2,551,250 - \$3,032,634 per annum and any allowances.**

### **MANAGER, EQUITY TRADING (GMG/SEG 3)**

#### **JOB PURPOSE**

To design, monitor and manage equity trading activities, on behalf of the National Insurance Fund, in the local, regional and international markets in keeping with NIF policy guidelines

#### **KEY OUTPUTS**

- Research/analyses on local, regional and international equity markets conducted;
- Investment outlook for the market prepared;
- Expert advice on equity related issues provided
- Buy/sell/hold positions for NIF equity investments recommended;
- Investment Policy Statements for the equity portfolio prepared;
- Equity & Economic overview/projections for NIF Board meetings produced;
- Proposals from external sources evaluated;
- Relationships with industry players developed and enhanced
- Summary of financials of listed companies produced;
- Annual Board retreat reports prepared;
- Analyses on acquisition and disposal of stocks produced
- Daily equity report summary produced

#### **RESPONSIBILITY AREAS**

- Formulates medium and long term strategies to manage the NIF equity portfolio;
- Researches , analyses and reports on local ,regional and international equity markets;
- Identifies investment opportunities and threats for existing and potential investments for the NIF and its subsidiaries;
- Participates in collaborative efforts with NIF and its subsidiaries/associated companies;
- Recommends buy/sell/hold positions for the NIF equity investments based on research, establishing target prices via. Quantitative and qualitative modelling;
- Collaborates with the Risk Manager to implement best operational and risk management practices;
- Prepares and maintains the Investment Policy Statements for the equity portfolio;

- Serves as functional expert within the NIF on equity related issues;
- Develops and maintains professional relationships and contacts within the investment industry in order to conduct researches and gain knowledge of appropriate investment opportunities;
- Performs continuous assessment and evaluation of appropriate equity strategies;
- Prepares all necessary reports tracking the Fund's performance including the following:
  - Daily equity report summary
  - Annual Board Retreat reports
  - Monthly overview of total equity portfolio
  - Summary of Dividend yields and payments on unlisted stocks;
  - Summary of daily foreign exchange report;
  - Monthly report of dividends received;
  - Various other reports as requested.
- Participates and plays a lead role in the equity budgeting process;
- Contributes to the strategic planning process of the NIF, in order to enhance the continuous improvement of NIF and its associated companies;
- Creates added value to the NIF through writing and disseminating investment research analysis to internal Managers and Directors;
- Performs other related duties assigned by the Director, Equity Portfolio.

## **PERFORMANCE STANDARDS**

This job is satisfactorily performed when:

- Advice given on equity related issues is consistently sound
- Agreed performance targets consistently achieved
- Opinions briefs on local, regional and international equity markets are well researched and well written within specified timeframe
- Percentage of recommendations on buy/sell/hold positions accepted and implemented
- Quality of relationships with industry players
- The extent to which summaries of financials for listed companies are thorough and accurate
- All reports meet quality standards and are produced within agreed time frame.

## **AUTHORITY TO:**

- Recommend equity investments
- Co-sign equity buy/sell order letters to brokers

- Co-sign equity trade confirmation letters to brokers
- Recommend amendments to procedures

## **MINIMUM REQUIREMENTS**

### **(a) Specific Knowledge**

- Excellent knowledge of investment concepts, terminology, styles, models, strategies and fundamental investment factors
- Excellent knowledge of institutional private equity portfolio management
- Sound understanding of the local, regional and international financial markets
- Working knowledge of financial sector laws, regulations and ethics
- Working knowledge of computer systems and relevant applications;

### **(b) Required Skills and Specialized Techniques**

- Excellent decision-making, planning and organizing skills
- Excellent judgement, and analytical skills
- Excellent oral and written communication skills
- Very good time management skill
- Excellent negotiating and/or advocacy skills
- Excellent interpersonal skills

### **(c) Qualification and Experience**

- First Degree in Business, Economics, Finance or Accounting plus,
- Four (4) years' experience in an Investment Environment (with at least two (2) years in an active trading capacity).

## **WORKING CONDITIONS**

- Normal office environment
- Occasional travel.

Applications accompanied by resumes should be submitted no later than **Friday, September 23, 2022** to:

Senior Director Human Resource Management and Development  
 Ministry of Labour & Social Security  
 14 National Heroes Circle  
 Kingston 4  
 Email: **resume@mlss.gov.jm**

**Please note that only shortlisted persons will be contacted.**