

## **CAREER OPPORTUNITY**

Applications are invited from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Research Analyst (SOG/ST7)** in the **National Insurance Investment Secretariat (NIF) Department** of the Ministry of Labour and Social Security, salary **\$2,109,885 - \$2,507,990 per annum and any allowances(s)**.

### **RESEARCH ANALYST (SOG/ST 7)**

#### **JOB PURPOSE**

To conduct research in relation to the Financial Services Industry, analyze data and prepare analytical reports to support the Director, Bond Portfolio in making prudent investment decisions in accordance with policy guidelines.

#### **KEY OUTPUTS**

- Financials on listed and unlisted companies produced
- Daily foreign exchange report produced
- Daily and monthly portfolio summary report produced
- Briefs on Annual General Meetings (AGMs) produced
- Summary and analysis of Macro-economic data produced
- Summary of received (external) proposals produced
- Financial models for individual companies constructed and maintained
- Library with journals and statistical periodicals produced
- Various ad-hoc reports requested from Director, Bond Portfolio produced

#### **KEY RESPONSIBILITY AREAS**

- Monitors trends in the financial industry, initiates research on specific companies and makes recommendations on investment options;
- Prepares research reports and updates mathematical models that analyze companies financial data;
- Analyze industry macro trends and company financials;
- Examines companies' financial statements and analyze commodity prices, costs expenses and tax rates in order to determine a company's value and projected future value;
- Meets with company officials to gain a better insight into a company's prospects and determines the company's managerial effectiveness;
- Writes summaries on internal and external proposals and submits these to the Senior Director, Investments
- Documents summaries on portfolio issues and macroeconomic reports;
- Writes overviews on portfolio issues and macroeconomic variables for NIF Board and Investment Committee Meetings;
- Conducts research on risk evaluation for the equity portfolio and prepares summaries of corrective measures to be taken;

- Represents NIF at meetings, AGMs and other functions as directed by the Director, Bond Portfolio and provides summaries of these meetings;
- Undertakes research, provides guidance on portfolio acquisition and disposal matters;
- Compiles, Sort and Store data on macro-economic, listed and unlisted companies;
- Maintains library with journals, statistical periodicals and portfolio reports;
- Keeps abreast of new regulations or policies that may affect the financial industry;
- Monitors the economy to determine its effect on earnings;
- Performs other related duties as assigned by the Director, Bond Portfolio;

## **PERFORMANCE STANDARDS**

- Briefs and recommendations are well researched and well written and produced within agreed timeframe
- Financial reports and summaries are comprehensive and produced within stipulated timeframe
- Quality of recommendations and summaries produced to inform decision making
- Accuracy and timeliness in the production of foreign exchange reports
- Quality of relationships with company officials and industry player
- Library adequately equipped with journals and statistical periodicals

## **AUTHORITY**

- Recommend changes in policies and procedures

## **MINIMUM REQUIREMENTS**

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

- Excellent knowledge of Investment banking and market industry sector and/or financial products
- Good Knowledge of local and regional Pension Fund Act
- Excellent Knowledge of local, regional and international financial markets
- Sound Knowledge of Bonds Markets and Bonds Pricing
- Good Knowledge of FAA Act
- Proficiency in the use of Microsoft Software and relevant applications

### **(b) Required Skills and Competencies**

- Excellent judgement, and analytical skills
- Excellent communication skills both oral and written
- Very good time management skill
- Excellent interpersonal skills

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Finance/Mathematics or an equivalent professional qualifications  
**Plus**
- Successful completion of Jamaican Securities Course
- Minimum four (4) years' in related field

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal Office Environment
- Travelling is required to attend AGMs and other various functions
- Working on weekends and/or working beyond regular office hours

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.**