



NATIONAL PENSION SCHEME AUTHORITY

APPOINTMENT – DIRECTOR INVESTMENTS (01) NPS01

The National Pension Scheme Authority's mandate is to provide social security to workers from both the formal and informal sectors of the Zambian economy by registering members, collect contributions, invest member's funds to get a return and pay benefits to members when they fall due.

One of the key areas of focus for the Authority is to earn returns on member's funds by investing in different asset classes including; Government Securities, Equities, Infrastructure, Real Estate etc. in line with the Authority's Investment Guidelines.

The Authority therefore wishes to recruit for the position of **Director Investments** on a three (3) year fixed term contract, to be based at Head Office.

Interested applicants should be passionate and dynamic professionals who pride themselves in their ability to deliver extraordinary levels of service. Results oriented individuals with a passion for not only achieving, but exceeding given targets. He / She should have excellent interpersonal skills and the ability to work with a diverse team towards achieving the Organisational objectives.

The successful candidate will be expected to have demonstrable competencies relevant to the job and will be offered a competitive remuneration package.

1. MAIN PURPOSE OF JOB

The Director Investments reports to the Director General and provides input into reports to the Finance and Investments Committee of the NAPSA Board of Trustees. Additionally, the role is responsible for the establishment and formulation of recommendations on investment policies, as well as the coordination of portfolio management, research, trading, and investment planning, in addition to strategy and investment risk management.

2. **KEY RESPONSIBILITIES**

- a) Implement the NAPSA investment strategy, policies, procedures and guiding principles to ensure the Investments directorate operates within the NAPSA mandate to support the achievement of the NAPSA strategic objectives.
- b) Implement fund management development plans including asset allocation mixes and allocation of cash flows and revenue generation strategies to enable NAPSA meet its financial objectives.
- c) Develop growth strategic initiatives and budgets for NAPSA including market expansion opportunities and present to the Director General and the Board of Trustees for consideration and approval.
- d) In liaison with decision makers, interpret the strategic direction and development focus of the National development plan in order to position NAPSA to contribute to economically targeted Investments.
- e) Conceptualise, negotiate and document innovative alliances, co-investments/ business arrangements with Investment Advisers and development partners to ensure proposed investments and investment's partners' interest are matched with NAPSA's financial needs at the lowest cost whilst ensuring NAPSA's prudential principles and mandates are not compromised.
- f) Initiate and manage the process of selecting and hiring Fund Managers, Custodians and Investments Advisors to ensure only the most suited and competent are hired by NAPSA.
- g) Develop and implement a framework for the establishment, management, and nurturing relationships with investee companies, key stakeholders and market participants in order for NAPSA to receive all the support it requires in the administration of member funds.
- h) Develop and implement internal controls to safeguard the assets of the fund.
- i) Recommend for approve all the asset acquisition transactions for NAPSA, to ensure the acquisition is done in line with the NAPSA policies and procedures, and that the acquisition is in line with the NAPSA strategic objectives on investment.
- j) Present to the Board of Trustees and to the NAPSA Executive Management the NAPSA investment report to ensure appropriate strategies are identified and implemented to bridge any investment gaps identified.

- k) Review monthly financial reports and submit quarterly performance reports to the Director General to ensure the Director General is informed of any challenges, in order for appropriate strategies to be identified and implemented in a timely manner.
- l) Review all monthly investment strategy reports and make the relevant recommendations on the best way forward in terms of investments to be made.
- m) Coordinate research on investment to ensure NAPSA investment decisions are advised by current best practice, financial and market trends.

3. QUALIFICATIONS AND EXPERIENCE

- Grade 12 Certificate with 5 'O' levels with Credit or better in English and Mathematics;
- Degree in Economics/ Accounting or ACCA/ CIMA or equivalent business related fields;
- A Master's Degree in a business related field is a must;
- Not less than 10 years experience in managing investment portfolios of diverse asset classes including exposure to strategic and tactical asset allocation techniques at senior Management level in an organization with similar size of operations.

4. COMPETENCIES

- Financial acumen-the ability to demonstrate knowledge and insight into financial principles and processes and identify inconsistencies in data
- Knowledge and experience investing across asset classes in a diversified investment portfolio
- Strong financial modelling skills and attention to detail
- Ability to apply sound business judgement and an analytical, pragmatic and creative approach to problem solving
- Self-motivated with a strong ability to prioritise responsibilities and work on multiple projects with limited direction
- Proven ability to effectively and efficiently lead and manage a diverse team and work collaboratively under pressure
- Excellent verbal and written communication skills

TO APPLY

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director General

National Pension Scheme Authority
Levy Business Park
Church Road
P.O. Box 51275
LUSAKA

The closing date of receipt of applications is ***Thursday, 10th October, 2019.***

PLEASE NOTE THAT:

- **ONLY APPLICANTS WHO MEET THE PERSON SPECIFICATION INDICATED ABOVE WILL BE ACKNOWLEDGED.**
- **ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE**

**BE SMART, SECURE YOUR
FUTURE**
