



NATIONAL PENSION SCHEME AUTHORITY

JOB OPPORTUNITIES

The National Pension Scheme Authority (NAPSA) wishes to recruit for various positions to be based at various **NAPSA Offices**. Interested applicants who meet the required competences are encouraged to apply.

The successful candidates will be expected to have demonstrable competencies relevant to the respective jobs and will be offered competitive remuneration packages.

1.0 Manager -Debt Collection- NPS03 (01)

1.1 Main Purpose of Job

Manager Debt Collection's responsibility is to manage all debts arising from various asset classes to ensure that money owed to the Authority is recovered for reinvestment as members' funds and contribute to the growth of the investment portfolio. The job entails recovering of assets quickly in order to reduce chances of default, cash flow issues and impairment provisioning and allow for smooth business operation ensuring that the Authority and its business partners reach mutually agreed position and settle past due accounts.

1.2 Key Responsibilities include the following:

- To prepare a debt collection strategy for the Authority aligned to the overall Investment strategy to ensure that an efficient and effective collection system that leads to recovery of debts to the Authority is in place and being executed.
- To co-ordinate and ensure timely collection of outstanding debts from clients
- To maintain debtors' books to ensure that the debt status is accurate and latest .
- To develop timely and accurate reports on age debt accounts.
- To monitor slow moving accounts in order to identify delinquent debts and take necessary action to recover the debts and ensure missed payments are reported to the credit bureau.
- To review collection queue to perform collection activities accordingly.
- To set targets for closing of specific number of collection accounts and ensure that staff undercharge meet their monthly set targets.
- To contact debtors and implement repayments schedules and terms.
- To take legal action against debtors in liaison with the Legal department by way of providing figures and information that would lead to a successful litigation against such debtors.
- Identify all non-performing accounts and make necessary recommendation

1.4 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in either Economics/Law/Accounting/Finance/Business Administration or any business-related field or ACCA/CIMA or equivalent
- A Master’s Degree in a related field is an added advantage.
- Not less than 5 years’ experience at a similar position in an organisation of similar size in Debt Management or other investments related functions.

2.0 Manager Treasury and Investments -NPS03 (02)

2.1 Main Purpose of Job

Treasury and Investments Managers’ responsibility is to manage and implement the NAPSA investment fund in line with the Authority Investment Strategic Plan within the various Assets Classes to support the implementation of the overall investment strategy and asset allocation for enhanced investment returns and ensuring financial viability of the pension fund. In addition, carryout investment appraisals in order to ensure that viable projects are assessed in line with the Authority’s operational guidelines for each asset class

2.2 Key Responsibilities include the following:

- Submits for approval to superior, investments recommendations, competitive offers in the market including forex deals, structures and creates financial products and reviews investments appraisals within Asset Class under control in order to facilitate the placements and investment in the money and capital markets.
- Analyses and recommends potential alternative financing structures and explains or shows their impact on earnings per share. Asset classes, overall investment portfolio, tax effects and financial ratios
- Implement treasury policies and procedures to ensure that treasury investments activities are within the approved guidelines and compliance with the treasury regulations and laws.
- Monitors the performance investments within Asset Class under control and constantly, evaluates their efficiency and recommends appropriate changes in investments strategy
- Monitor compliance with the relevant regulations and laws on treasury and investments management, to ensure minimal exposure to risks associated with noncompliance and report same to superior.
- Assess the market conditions and keeping up to date with current statutory regulations and monitoring changes and developments in pension provision and make recommendations to management on changes to the investment policies to ensure NAPSA is responsive to changes in the environment.
- Supervise all aspects of cash flows and Forecasts of day to day cash requirements and direct surplus into asset classes, under your jurisdiction, both short and long term investments, planning mergers and acquisitions

2.3 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in Economics/Accounting/ Finance/ Business Administration or business-related field or ACCA/CIMA or equivalent
- Master’s Degree in a business- related field is an added advantage.
- Not less than 5 years of experience in Banking, Investment or Fund Management or relevant business field at a senior management level in an organisation of similar size

3.0 Investments Analyst -Research-NPS04 (01)

3.1 Main Purpose of the Job

The Investment Analyst Research’s responsibility is to interpret data, formulate reports and make recommendations based on research findings through application of quantitative and qualitative techniques to interpret the data and produce substantiated analysis and recommendation of the investment industry, the customers/clients. The position channels the data with supportive market assessment for identification, development and implementation of key investment strategies and decision making.

3.2 Key Responsibilities include the following:

- Conduct market research and interpret the impact the findings will have on investment and make relevant recommendations to management to assist in investment decision making.
- Assist in the identification of new investment opportunities to enhance return on investment.
- Prepare monthly performance reports on investment strategy to keep the Manager Investment Strategy updated on the directorate progress.
- Conduct due diligence on companies and industries through analysis of financial statements and market data, as well as analysis of financial information relating to specific companies to determine how NAPSA is positioned to deliver for investors.
- Interpret financial information such as financial statements, company accounts, sector data, as well as wider business information on economics and political events, to ensure recommendations made are well informed.
- Conduct financial modelling and projection and write reports for use by managers and section heads in the department to assist the heads and managers develop business solutions that support profitability.
- Devise and evaluate methods for collecting data
- Recommendation for quarterly research and analysis including which stocks, institution or sector to cover and schedule company visits where detailed analysis is required.

- Preparing of weekly capital market reports for use including overview of market performance (winners and losers), sector performance analysis.
- Regularly writing financial research summaries.
- Research and inform management on new regulatory requirements affecting the operation of the Authority

3.3 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in Accountancy / Business Administration or business-related fields or ACCA /CIMA or equivalent
- Not less than 4 years of experience as an investment analyst in a similar organisation with a similar investment scope

4.0 Investments Officer-Treasury-NPS04 (02)

4.1 Main Purpose of the Job

Investment Officer Treasury responsibility is to manage the investment and treasury for the investment of NAPSA’s funds to ensure that all the policy decisions of the investment committee are implemented to the latter. And to ensure all investment documentation is ready for review by the Manager Treasury

4.2 Key Responsibilities include the following:

- Implement and monitor existing and newly created assets by placing funds timely to maximize returns and contribute towards NAPSA deficit reduction.
- Improve efficiency in the way assets are managed and monitored through innovation of strategies and monitoring credit worthiness, grading and other financial indicators with a goal to reduce cost and create new value to ensure maximum realisation of investment returns in all asset classes.
- Conduct a research on economic performance through continuous monitoring and reporting of market conditions including analysis of its potential investor base both domestic and international and write a report, making recommendations which will cite relevant actions for market strategy to increase NAPSA investment portfolio.
- Do investment placements on the market to acquire additional assets to expand the investments portfolio to enable growth of the pension fund for benefit of members.
- Do investment appraisals for as guided by the Manager Treasury and Investments to acquire additional high yielding assets so as to expand the investments portfolio through high returns in investments.
- Monitor payback periods of all property investments such as shopping malls, housing etc., private equity funds, STI/ETIs etc. and infrastructure projects funded by treasury to ensure timely receipt of cash flows, achievement of internal rates of return and reporting on non-performing assets for decision making.

- View all Authority investment bank statements and balances
- Ensure that dividends are recorded when declared; record and payment dates are monitored and ensure that all blocks of shares acquired by the Authority have been paid and dividends timely credited to the Authority's appropriate bank account.
- To deal in forex transactions with various financial institutions depending on the Authority's forex needs.
- Work with Manager Treasury and Investments to evaluate structure, negotiate, and close new transactions

4.3 Qualifications and Experience

- 5 "O" Levels with credit and above inclusive of Mathematics and 5 "O" Levels with credit and above in Maths and English
- Degree in Accountancy / Business Administration, or ACCA CIMA or equivalent or business related fields
- Not less than 4 years of experience as an investment analyst in a similar organisation with a similar investment scope

5.0 Project Officer-NPS04 (01)

5.1 Main Purpose of the Job

The Project Officer is responsible for the conceptualising of investment proposals that deal with real estates in NAPSA by managing facilities, buildings maintenance, preparing technical and Financial viability soundness of a proposed projects as a basis of investment decision in real estates by the Authority.

5.2 Key Responsibilities include the following:

- To advise Management on the trending in real estates that will influence investing in this type of portfolio.
- To conceptualise the type and form in which the Authority can investment in and get a good return on the real estate investment portfolio.
- To put the conceptualised ideas in 3 D drawings which will give management clear picture on how the proposed real estate will look like at project completion stage to help in the understanding of the concept and guide decision making.
- To quantify and provide estimates of the proposed/conceptualised real estate property to help management know the total cost of the intended project to justify investing in.
- To carryout the cost benefits analysis of the conceptualised real estate in order to establish whether or not such estate will deliver a health return on investment or not and if it is worth investing in.
- To prepare full documentation on the proposed real estates investments showing costs, time lines of delivery and the expected return on investment for approval by management before presentation to the Investment Committee for final approval before embarking on such an investment.

- Manage and monitor changes to the project scope, project schedule and project costs using appropriate verification techniques so that project variation does not lead to non-performing asset at asset management stage
- Formulate project risks and mitigation strategies and Perform risk management to minimize project risks
- Collaborate with Head Treasury and Investments and ensure that comprehensive Insurance Covers are in place with regards to all Authority properties
- Prepare technical tender documents for the conceptualised real estate investment after approval by the Investment Committee and the Board in order to facilitate procurement services of a would-be contractor
- Prepare dilapidations schedules and condition of all real estate's assets and ensure that amounts to the dilapidation reserves are adequate to ensure funds availability for future capital repairs and maintenance to maintain value.
- Ensure that all blue prints , drawings including electrical, civil and structural diagrams are available for each building to aid maintenance works to meet regulatory requirements and that title deeds are secured for all properties

5.3 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in Architecture/Quantity Surveying
- Registration with Surveyors Institute of Zambia / Zambia Institute of Architects
- Not less than four (4) years of experience as a Project Officer in construction or similar projects of similar scope.

6.0 Investments Officer-Real Estate -NPS04 (01)

6.1 Main Purpose of the Job

Investment Officer-Real Estate Officer's responsibility is to conduct property appraisals, co-ordinated maintenance of service providers, contractors including property managers – property valuation, and do property management work which entails sales, property acquisition, property leasing, and tenant installations and facilities management.

6.2 Key Responsibilities include the following:

- Appraise all the NAPSA properties that are for sale or lease, and those that are to be acquired, to ensure the processes followed in the transaction are compliant with the relevant laws and regulations.
- To co-ordinate and ensure timely collection of rentals, Receive monthly return reports from property managers , prepare monthly reports on rentals collected and ensures demand notices to all tenants are timely sent in line with the debt policy

- In liaison with the contracts officer, co-ordinates and provides information to enable contracts and agreements preparation for purchase, lease or sale of NAPSA's property,
- Coordinate the maintenance of all NAPSA's properties, preparation of schedules of defects, bills of quantities for measured works, planned preventive maintenance and preparing dilapidation schedules to ensure the properties are in good condition at all times.
- In liaison with legal ensure that all the NAPSA land titles and title reports are in order and are legally acquired and are ready to be handed over to purchasers
- Prepare operational reports on the NAPSA real estate activities to ensure appropriate strategies are developed and implemented to address any gaps in real estate management identified;
- Make field/site visits to conduct physical checks of any gaps/challenges in the management of real estate, to ensure appropriate solutions are identified for the challenges identified.
- Attend to tenants' complaints, reported defects and maintenance queries, conflicts resolutions in consultation with Head- Real estate to ensure tenant service delivery and tenant satisfaction.
- Identifies credible tenants and carry out tenant installation, handles eviction in liaison with the legal team and Manager Debt Collection, negotiating lease rental rates and other conditions , showing potential clients properties available for lease or sale
- Reviews property expenses by ensuring that all paid invoices reflect correct levels of expenditure, develop cost reduction strategies and make recommendations to the property expense budget
- Carry out property valuations for accounting purposes and maintaining the investment property fixed asset register and records

6.3 Qualifications and Experience

- "O" Levels with credit and above inclusive of Mathematics and 5 "O" Levels with credit and above in Maths and English
- Degree in Real Estate or Land Economy
- Registration with Surveyors Institute of Zambia
- Not less than 4 years' experience at a similar position in an organisation of similar size in Real Estate investments

TO APPLY

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

Application letters should be addressed to:

Director Human Resources and Administration
National Pension Scheme Authority
Levy Business Park

Church Road
P.O. Box 51275
LUSAKA

The closing date is Tuesday 31st December 2019

PLEASE NOTE THAT:

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

Be Smart, Secure Your Future.