

**NATIONAL INSURANCE SCHEME  
MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	Investment Manager	<b>AGREED TO BY:</b> -----
<b>REPORTS TO:</b>	General Manager	<b>APPROVED BY:</b> -----
<b>DIVISION:</b>		<b>DATE EFFECTIVE:</b> -----
<b>DEPARTMENT:</b>		
<b>SECTION:</b>		

**DESCRIPTION**

**POSITION SUMMARY:**

An Investment Manager falls under the umbrella career category of Sales Agents, Securities and Commodities responsible for buying and selling securities in investment and trading firms; to develop and implement financial portfolios for individuals, businesses, and organisations.

**MAJOR DUTIES:**

Promote the development and sustainable growth of proprietary investment business in the assigned market area by:

- Developing financial plan to accomplish Scheme's equity investment goals by instituting a financial assessment, including analysis of audited financial statements, financial modelling including sensitivity analysis, credit rating for debt transaction and valuation for equity transactions.
- Providing investment information related to new equity products, regulatory issues and policies.

- Identifying and conveying issues associated with product, operations, systems, platform, pricing and propose solutions.
- Maintaining market research to understand market trends.
- Maintaining and update records as well as files on existing customers.
- Conducting post- appointment follow up to manage relations and to foster referrals.
- Ensure a prompt financial closing of the transaction with legal documentation reflecting the decisions of the Scheme's Board.

### III **SUPERVISORY RESPONSIBILITIES:**

This incumbent does not supervise any personal but has a working relationship with relevant Section/Department/Division.

### IV **SKILL REQUIREMENTS:**

- A. Systems Analysis** - Determine how an investment Risk Management system should work and how changes in economy, operations and the condition of products could affect investment outcomes.
- B. Coordination** - Allow flexibility to adapt and acquire investment goals while under complex problem solving and investment evaluations.
- C. Systems Evaluation-** Identifying measures or indicators of applicable financial investment system performance and the actions needed to improve or correct performance relative to the goals of the Scheme's investment
- D. Monitoring** - Assessing performance of investors, and others related to the goals of the Scheme's investments to make improvements or take corrective actions.

**V KNOWLEDGE:**

- **Legal Investments** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Communications and Media** - Knowledge of communication systems, dissemination techniques and methods. This includes alternatives ways to inform investors and other interested

**V. CONDITIONS OF WORK:**

**This position is expected to work under the following condition:**

**VI. WORK ENVIRONMENT:**

**This position is expected to work under the following environmental conditions.**

**VII. BACKGROUND**

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

**a) MINIMUM EDUCATION:**

Master's Degree or equivalent in Business Administration or Finance.

**OR**

BSc. Degree in Business Administration or Finance with specialized experience in similar organisation.

**b) MINIMUM EXPERIENCE:**

6 years of relevant working experience in corporate, project lending and investment banking.