JOB BROADCAST

(Job Ref No.HR/048/17)

Position Title: Portfolio Manager

Available Positions: One (1)

Division: Corporate Banking

Reporting to: Principal Officer- Natbank Trustee & Investment Services

Position scope:

The successful candidate will be responsible for creating and managing investment allocations for client's institutional or corporate investors in line with Retirement Benefits Authority (RBA) & Capital Markets Authority (CMA) guidelines so as to achieve the client's investment objectives.

Key responsibilities:

- Participate actively in the development and implementation of investment strategies, including overall asset allocation decisions and underlying investment selection in coordination with the investment committee and in line with the Fund's investment policy
- Ensure Investment Committee recommendations are promptly executed in line with RBA and the Investment Policy Statement (IPS) limits
- Report to the Trustees on the fund's performance, key transactions undertaken during the reporting period as well as proposed strategy for the coming period
- Sell Natbank Trustee & Investment Company products which include Retirement Schemes' Management, wealth management, and retail investment.
- Oversee proper cash management as per set guidelines by ensuring cash is swept within two days and the funds availed for payments within 7 days.
- Proactively search for new investment opportunities and submit proposals on their suitability to the Board of Trustees
- Rebalance the client portfolios to align them to IPS at least once monthly.
- As a member of the Investment Committee, thoroughly analyze the assumptions for valuation models and critically interrogate the recommendations made by the Research Team
- Continually advise Management on new products and improvements that can grow the funds under management
- Work with other specialist investment consultants including offshore partners and property agents so as to maximize Scheme's returns
- Effectively communicate the Banks investment process, overall economic and investment outlook for client meetings and internal and external communication
- Attend the Quarterly Board of Trustees meeting and present the Investment Management Quarterly report, the economic commentary and the strategies for the next quarter

- Liaise with the client in all matters pertaining to the retirement fund including payments, and with external consultants appointed by the scheme e.g. auditors, Administrators, Custodians & Actuaries
- Continually Train Trustees on new Market Developments including changes in legislation and new products e.g. Real Estate Investment Trusts (REITS) and Derivatives

Skills & Experience:

- Bachelor of Commerce Finance Option/ Degree in Actuarial Science, Statistics, or any other Finance related course
- MBA or Msc. in Finance will an added advantage
- At least five (5) years experience in a busy Investment Management or Insurance firm
- Experience in Pension fund management industry will be an added advantage
- Experience in Marketing & Business Development
- Proficiency in computer applications
- Demonstrated knowledge of Financial markets
- Good knowledge of CMA and RBA regulations
- Chartered Financial Analyst (CFA) qualification, level 1
- Institute of Chartered Investment Financial Analyst (ICIFA) practising member
- Chartered Institute of Securities & Investment (CISI) stage one certification
- Strong analytical skills
- Client relationship management skills
- Excellent written and oral communication skills

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: **Recruitment@nationalbank.co.ke** by **6th September 2017.**

- Please state your current and expected remuneration.

- Please note that applications received after the deadline will not be considered.

- Only shortlisted candidates will be contacted for the next stage/s of the process.