

Duties and other terms and conditions attached to the post of Director, Investment and Asset Management, NPF/NSF Investment Committee.

Duties

The Director shall be responsible for:

- (i) developing strategies to meet the objectives of the funds;
- (ii) researching investment opportunities for the funds;
- (iii) creating and developing diversified portfolios to enable increased returns consistent with time horizon, risk tolerance and liquidity needs of the NPF/NSF;
- (iv) managing surplus liquidity of the funds by achieving optimum outcomes on bids for government notes, bills and other instruments;
- (v) analyzing and making recommendations on a specific investment proposals, loan requests and equity participations that may be received by the funds;
- (vi) attending investors meetings and effectively engaging in research, both locally and abroad, to identify proactively investment opportunities for the Funds;
- (vii) making recommendations to the Investment Committee on the investment policy of the NPF and NSF that will ensure their long term sustainability;
- (viii) conducting due diligence on investment opportunities and reporting on a timely basis to the Investment Committee;
- (ix) assisting the Investment Committee in the selection and monitoring of external investment managers for all asset classes;
- (x) evaluating the performance of individual investment managers and total portfolios;
- (xi) drafting the Investment Guidelines for the Funds;
- (xii) attending meetings of the Investment Committee and provision of timely and accurate information to the Committee on the value of the investments and their performances;
- (xiii) ensuring legal and regulatory compliance;
- (xiv) preparing regular reports, on a month to month basis, on the performance of the Funds; and
- (xv) performing such cognate duties as may be assigned by the Investment Committee.

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