



ZEP-RE (PTA Reinsurance Company)

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VACANCY

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the insurance and reinsurance industry within the Region. We are seeking a high calibre and results-oriented professional to create growth, capacity, and competitive advantage in our business in the capacity of **Investment Analyst**.

Duty station: - Nairobi, Kenya.

THE ROLE

Reporting to Head of Investments, the role holder shall be instrumental in Identifying, analyzing and recommending investment opportunities to the company, as well as in preparation of investment portfolio reports for the investment committee.

In particular, duties shall include, but not limited to the following:-
Research duties (time allocation 60%)

- Maintaining database of all securities listed at securities exchanges spanning across the company's target markets;
- Maintaining of macroeconomic data of countries within target market;
- Develop and maintain up to date reports of countries within target market highlighting legal, environmental, political, social, technological, economic and other developments;
- Build and maintain appropriate models for analyzing various investment opportunities taking into account risk return tradeoffs;
- Undertake credit analysis of fixed income opportunities including syndicated loans;
- Analysis of Sovereign debt opportunities and preparation of proposals for further discussions;
- Analysis of alternative assets opportunities and prepare appropriate proposal for discussions;
- Undertake periodic due diligence on banks and other counterparties for the purpose of recommending exposure limits;
- Undertake scenario analysis of internally managed listed fixed income portfolio to ascertain portfolio values responses to interest rates volatilities given portfolio duration and convexities so as to identify trading opportunities;
- Come up with innovative ideas on managing currency risk exposures so as to optimize on returns in fixed income segment;
- Contribute towards building a robust Asset Liability Management framework to support company's investment decision making;
- Assist in developing and maintaining investment process documentation;

Administrative duties (time allocation 20%)

- Ensure that system records are up to date and captures the entire company's internally managed investment portfolio;

- Reconcile internally maintained records with reports received from the outsourced fund managers
- Ensure securities prices are promptly updated;
- Follow up with all corporate actions and promptly action as appropriate;
- Undertaking cash flow projection in liaison with finance team and determine funds available for investment;
- Monitor investment portfolio compliance to the Investment Policy Statement;
- Record keeping of all investment proposals and approvals; investment decision/recommendation minutes, investment reports, and other documents relating to investment decision making process;

Investment Portfolio Reporting (time allocation 10%)

- Prepare investment reports that incorporates valuation of portfolios, performance analysis including attributions and risk adjusted returns, transactions undertaken and commentary on the key actions as well as outlook;
- Verify performance reported by outsourced fund managers, compare to respective benchmarks and prepare appropriate reviews for management;

Other duties (10%)

- Perform any other duties that may be assigned from time to time by the management;

THE PERSON

The preferred person should have:-

- High integrity, passion for investments, and love challenges and innovative;
- Team player with excellent communication and report writing skills;
- Holder of a first class honors undergraduate degree in finance / economics / actuarial science or other related courses with strong quantitative contents. A master degree in the same field is an added advantage;
- A CFA Charter holder or making good progress towards completing the CFA examinations;
- A minimum of **three years** of relevant experience;
- Interacted with Bloomberg and investment management system.

Candidates who meet the above requirements should submit applications to the HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic & professional qualifications, **current remuneration** and three referees by **Friday 6th May 2016** to: recruitment@zep-re.com

ZEP-RE is an equal opportunity employer and is committed to gender equality in its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED