



EXCELLENT CAREER OPPORTUNITY – ASSISTANT INVESTMENT ANALYST

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA), established to serve and develop the insurance and reinsurance industry within the region. We are seeking a motivated and detail-oriented candidate for the position of Assistant Investment Analyst.

Job Purpose

The Assistant Investment Analyst will work closely with the Senior Investment Analyst to support the investment team in analyzing and managing the company's investment portfolio.

Job Grade

SP1

Responsibilities & Accountabilities

Portfolio Analysis:

- i. Assist in monitoring and analysing the performance of the investment portfolio.
- ii. Support the preparation of performance reports, including returns, risks, and compliance with investment guidelines.
- iii. Provide data-driven insights and recommendations to optimize portfolio returns.

Market Research:

- i. Conduct research on market trends, economic indicators, and industry developments relevant to the insurance ecosystem.
- ii. Assist in identifying new investment opportunities by analysing market conditions and financial instruments.

Financial Modelling:

- i. Develop and maintain financial models to project potential investment outcomes.
- ii. Assist in scenario analysis and stress testing for various investment strategies.

Reporting:

- i. Prepare regular investment reports and presentations for internal stakeholders.
- ii. Assist in the preparation of materials for investment committee meetings and board presentations.

Risk Management:

- i. Support the identification and assessment of investment risks.
- ii. Assist in ensuring compliance with internal investment policies and regulatory requirements.

Administrative Support:

- i. Provide administrative support to the investment team, including documentation management and meeting coordination.
- ii. Assist in the maintenance of investment databases and systems.

Stakeholder Engagement:

- i. Collaborate with other departments (e.g., finance, risk management) to gather relevant data for analysis.
- ii. Maintain effective communication with external investment managers and service providers

Qualifications:

- Bachelor's degree in Finance, Economics, Business, Accounting, Statistics, Mathematics, or a related field.
- Progress towards or interest in obtaining relevant certifications such as CFA.
- Minimum of 1-2 experience in finance, investment analysis, asset management, or a related field.
- Experience in the reinsurance or insurance industry is a plus.

Competencies and Attributes

- Knowledge of financial analysis, modeling, and valuation techniques.
- Proficiency in Microsoft Office Suite, particularly Excel (for financial modeling) and PowerPoint (for presentations)
- Strong quantitative skills.
- Competency in gathering, analyzing, and interpreting financial data from various sources to support investment decisions.
- Strong written and verbal communication skills to effectively present research findings, financial models, and investment recommendations to senior analysts and managers.
- Ability to work effectively both independently and as part of a team.
- Proactive and result oriented.

Qualified and interested candidates are invited to submit their updated CV, along with a cover letter highlighting their suitability for the position to recruitment@zep-re.com by **30 September 2024**. Kindly indicate "**Assistant Investment Analyst**" in the subject line of your email

ZEP-RE is an equal opportunity employer and encourages all eligible candidates to apply.