

# RE-ADVERTISEMENT

## VACANCY: INVESTMENT MANAGER



Botswana Public Officers Pensions Fund (BPOPF) is a defined contribution pension fund for public officers established in 2001. The Fund has experienced above average growth since inception and currently has approximately 165, 000 members. BPOPF would like to invite suitably qualified candidates to apply for the position below:

### MAIN PURPOSE OF THE JOB

To assist in overseeing of the implementation of the investment strategy of the Fund through the monitoring of the Fund's investment portfolios, as well providing advice to the Investments Department regarding the Fund's investments.

### MINIMUM REQUIREMENTS

#### Education and qualifications:

- Degree in Investment, Finance or Business or any relevant degree. Master level is an added advantage, OR
- Chartered Financial Analyst

#### Experience required:

- 5 years' experience in Investment or Portfolio Management.

#### Skills and Knowledge:

• Contractor Evaluation and Assessment: Thorough knowledge of conducting a technical due diligence of asset managers (private equity, infrastructure, property, specialist mandates across traditional asset classes).

• **Investment Management:** Expert knowledge of portfolio management processes of multi asset portfolios, as well as investment asset classes and investment products

• **Contract Management:** Knowledge and expertise in managing complex contracts.

### A. COMPETENCIES

- Judgment and Decision Making
- Critical and Analytical Skills
- Negotiation & Advocacy
- Communication Skills
- Client Orientation
- People management skills
- Strong business acumen
- Impeccable work ethic

### B. KEY ACCOUNTABILITIES

- Assists in the Fund's long term strategic and annual planning as well as in the implementation of the objectives emanating from the plans.
- Provides input in the development of its Investment Strategy the implementation of the objectives emanating from the strategy.
- Facilitates implementation of and adherence to prevailing Fund policies and in particular the Investment Policy Statement
- Prepares annual budget for asset managers fees and departmental operational expenses
- Prepares reports on portfolio performance to relevant stakeholders including, in particular, to the Chief Investments Officer, the Chief Executive Officer, the Board of Trustees and its relevant subcommittees and the Regulator.
- Oversees a portfolio(s) of investments across one or several asset classes, managed by one or more asset managers to achieve an expected return on the invested funds
- Provides required reporting on portfolio performance to relevant stakeholders including, in particular, to the Chief Investments Officer, the Chief Executive Officer, the Board of Trustees and its relevant subcommittees and the Regulator.
- Monitors exposure to ensure that our investments are within the allowable deviations from the strategic & regulatory limits.

If you are interested in the above position, please send your application to [recruitment@bpopf.co.bw](mailto:recruitment@bpopf.co.bw) by **Friday 5th April 2024**.

