

INVESTMENT ANALYST II

CLIENT SERVICE RESULT

Identify investment opportunities for assigned portfolio by examining and assessing economic and market trends, earnings prospects, financial statements and various other indicators and factors to inform investment strategies and decisions.

KEY ACTIVITIES

1. Source new investment opportunities through proactive marketing and business development activities.
2. Assess investment proposals, submitting recommendation for decision making and following through to disbursement.
3. Manage portfolio of assigned investments according to established/specified agreement terms and conditions, including loan recovery.
4. Ensure all relevant documents and security items needed for investment approval and disbursement are received from clients and Legal Services on a timely basis and are properly safeguarded.
5. Engage in on-going monitoring and analysis of investments to ensure continued compliance with requirements and agreed terms and conditions.
6. Verify accuracy and completeness of all electronic and hard copy investment loan account opening and maintenance activities completed by Investment Services Support Officer.
7. Compile advisory reports and present informed recommendations on new investment opportunities that could enhance or diversify the Board's investment portfolios/programs.
8. Contribute to building investment strategies by accurately assessing current and emerging market trends, financial statements, financial models, and other indicators.
9. Actively contribute to departmental and/or corporate objectives and related to or impacting the Board's investment portfolio.

SKILL AND KNOWLEDGE REQUIREMENTS

The work requires:

1. Knowledge of the provisions of the Social Security Board's Investment Framework and related governing legislation.
2. Knowledge of and proficiency in the use and navigation of investment analysis software, systems and tools to monitor and analyze investment performance, risks and opportunities.
3. Knowledge of SSB investment strategies, priorities and desired outcomes.
4. In depth understanding of investment principles and practices and their applicability to the Board's Investment Framework.

5. Comprehensive knowledge of investment and loan terminology and documents as well as document structure and content, lending practices and loan account maintenance.
6. Demonstrated proficiency in critically examining and interpreting financial and economic data from different sources and accurately perceiving their impact and implication on SSB's investment strategies and decisions.
7. Demonstrated ability to exercise independent and sound judgment, wisdom and common sense in evaluating investment opportunities and risks.
8. Sound knowledge of and skill in applying the principles of prudent financial management, mathematics, statistics and economics.
9. Excellent quantitative and qualitative analytical skills, business acumen and confidentiality in handling investment related information and records.
10. Work well independently, with limited or no supervision and as an active member of the investment services team, establishing and maintaining effective working relationships with those contacted in the course of work.
11. Highly developed skill in reading, comprehension and analysis to read, interpret and draw accurate conclusions from financial, numerical and economic data.

EFFORT

1. The Board's investment function may involve project-based initiatives where the Investment Analyst may be required to work on or contribute to project teams engaged in the management or administration of the investment portfolio or development of investment strategies within the boundaries of the investment framework.
2. Judgment, common sense and initiative are required to establish and/or adjust work priorities and assignments to maximize own and department's output and results achievement in investment portfolio management.
3. Exercise the appropriate level of due diligence in dealing with all investment related information.
4. The incumbent must exercise the appropriate level of confidentiality and discretion in dealing with all investment related information.
5. Physical and mental effort is required to sit and focus for extended hours when researching and analyzing records and data for the purpose of executing due diligence, conducting background checks to verify/confirm investment applications, compiling reports or preparing related correspondence.

RESPONSIBILITY

1. The Investment Analyst II reports directly to the Manager, Investment Risk and directly supervises other support personnel in the department.
2. Continuously engage in collecting and interpreting financial data and researching, collecting and analysing information which assists and guides the Manager, Investment Risk and other executive leaders in making effective and profitable investment decisions that will grow the Social Security Fund and ensure its long-term financial strength and sustainability.

3. Proactively source new investment opportunities, evaluate and analyze identified or assigned proposals and provide recommendations for investment decisions.
4. In the process of identifying and evaluating investment opportunities, the Investment Analyst must actively engage in research and analysis of data. This involves assessing business or market trends and economic conditions and financial data to make informed recommendations to the manager and/or senior manager.
5. Remain current with market developments, new investment products, industries, services and all other areas that can potentially impact the Board's investment portfolio.
6. It is the investment analyst's job to make sure all the facts are in place when investment decisions are made.
7. Consistently maintain portfolio quality by ensuring all required investment documentation and security items are readily available, reporting requirements are complied with and analysis completed on reports received.

WORKING CONDITIONS

1. The work is primarily performed in a shared office environment where there is regular interaction with other employees and customers of SSB. Solitary work will be minimal and of short duration.
2. The work requires regular travel throughout the country to meet with clients, conduct site visits and project monitoring.
3. The work is primarily sedentary, requiring extended hours of mental concentration for analyzing data.
4. Achieving the results established for the Board's investment portfolio may require the Investment Analyst to work beyond the normal work hours. As such, the Investment Analyst must have the ability to work long hours and overtime, if needed, and must be willing to work an irregular schedule, which may include weekends or holidays.

COMPETENCY MODEL

Refer to the [Guide to Performance Management](#) for additional information on the Competency Model for Investment Analyst II.

Proficiency Scale	
Level 1 = Introductory; Level 2 = Basic; Level 3 = Proficient; Level 4 = Mastery; Level 5 = Specialist/Authority Level	
Core Competencies	Minimum Level
Client/Customer Orientation	Level 3
Communication	Level 3
Interpersonal Relations	Level 3
Analytical Thinking	Level 3
Results Achievement	Level 3
Problem Solving/Decision Making	Level 3
Learning Support	Level 3
Organizational Knowledge	Level 3

