



# VACANCY INVESTMENT ANALYST II

## JOB SPECIFICATION:

<b>Duty Station:</b> Social Security Board Headquarters, Belmopan, BELIZE	<b>Reports To:</b> Manager, Investment Risk
<b>Organizational Level:</b> Level Six – Administrator Level (Supervisory)	<b>Job Role:</b> Enabling
<b>Remuneration:</b> Minimum Salary = \$32,700.00; Annual Increment = \$1,500.00	<b>Employment Status:</b> Contract

## MINIMUM REQUIREMENTS:

Applicants must demonstrate the following combination of minimum academic qualification, experience, core, technical and functional competencies for the role:

<b>Minimum Qualification and Experience:</b>	Bachelor's Degree in Business Management, Economics, Finance or other closely related discipline with five (5) years supervisory experience that includes exposure in investment and/or finance. <b>OR</b> Associate's Degree in Business Management, Economics, Finance or other closely related discipline with seven (7) years supervisory experience that includes exposure in investment and/or finance.		
<b>Core Competencies:</b>	Client/Customer Orientation	Analytical Thinking	Results Achievement
	Communication	Leadership	Problem Solving & Decision Making
	Interpersonal Effectiveness	Learning Support	Organizational Knowledge
<b>Functional &amp; Technical Competencies:</b>	<ul style="list-style-type: none"><li>• Familiarity with the Social Security Board's Investment Framework.</li><li>• 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.</li><li>• In depth understanding of investment principles and practices and their applicability to the Board's Investment Framework.</li><li>• Comprehensive knowledge of investment and loan terminology and documents as well as document structure and content, lending practices and loan account maintenance.</li><li>• 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.</li><li>• Sound knowledge of and skill in applying the principles of prudent financial management, mathematics, statistics and economics.</li><li>• Excellent quantitative and qualitative analytical skills, business acumen and confidentiality in handling investment related information and records.</li><li>• Highly developed skill in reading, comprehension and analysis to read, interpret and draw accurate conclusions from financial, numerical and economic data.</li></ul>		

**JOB DESCRIPTION:** Refer to the attached role description for Investment Analyst II for details on the role, function and responsibilities of the position.

## APPLICATION SUBMISSION:

**APPLICATION DEADLINE: AUGUST 20<sup>TH</sup>, 2018**

Completed application packages containing application letter, resume, two (2) letters of recommendation, original updated police record or receipt for payment for record may be submitted in hard copy or by email to:

Senior Manager, Human Resources Services  
Social Security Board Headquarters  
Bliss Parade, Belmopan  
Email: [odakers@socialsecurity.org.bz](mailto:odakers@socialsecurity.org.bz)

Copy emails to [fphillips@socialsecurity.org.bz](mailto:fphillips@socialsecurity.org.bz) and [dlindo@socialsecurity.org.bz](mailto:dlindo@socialsecurity.org.bz)