Job Ref. No: JLIL193

Position: Portfolio Manager

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi, and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the role of **Portfolio Manager,** within **Jubilee Life Insurance Limited.** The position holder will report to the **Chief Finance Officer** and will be based at our Head Office in Nairobi.

Role Purpose

The Portfolio Manager is responsible for executing the Company's Investment Strategy in consultation with the Investment Committee and the CFO. They will also oversee and manage investment portfolios for a variety of clients, ensuring that they are aligned with each client's investment objectives, risk tolerance, and time horizon. The Portfolio Manager will work closely with clients, financial advisors, and other professionals to develop and execute investment strategies that maximize returns while minimizing risk.

Main duties and responsibilities:
Investment

1. Develop and oversee the economic and investment research and report to the CFO.
2. Responsible for developing portfolios and delivering investment returns exceeding pre-set benchmarks.
3. Ensure timely and coordinated implementation of the Investment Committee decisions.
4. Regularly monitor portfolios under management and recommend any rebalancing strategies to bring them in line with both agreed investment committee strategies and current client circumstances.
5. Report in accordance with the CFA Institute GIPS Performance Reporting Standards.
6. Conduct extensive research and analysis on potential investment opportunities, including fundamental analysis of financial statements, market trends, industry analysis, and competitor evaluations.
   Evaluate the risk-return characteristics of investments and assess their suitability for specific portfolios or strategies.
7. Utilize financial models and quantitative techniques to forecast investment performance and assess potential risks.
8. Stay updated with market developments, economic indicators, and regulatory changes that may impact investment decisions.
9. Perform due diligence on investment opportunities, including conducting background checks, reviewing legal and regulatory documents, and assessing the credibility and financial strength of potential investment partners or issuers.

Reporting & Relationship Management

1. Responsible for periodic reporting to clients while incorporating economic and market overviews, portfolio valuation, performance and strategy for the following quarter.
2. Coordinate with other Departmental Heads to ensure timely and accurate reporting to regulators (CMA/ RBA) as per the regulations.
3. Making presentations to Client Investment Committees/ Trustees/ Fund secretaries.
4. Preparing strategy papers, investment recommendations and reports to the Board, CEO and Investment Committee.
5. Actively manage relationships with brokers and other market participants.

Compliance

1. Ensure compliance to statutory and regulatory requirements including Treating Customers Fairly, Data Protection and Anti Money Laundering. Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.
2. Adhere to regulatory requirements and internal policies, ensuring compliance in all aspects of insurance servicing.
3. Implement and uphold robust data protection and privacy practices, safeguarding customer information and ensuring confidentiality.
4. Participate in audits and internal control assessments, addressing any identified gaps or issues promptly.
5. Compliance: Stay updated with insurance regulations and underwriting best practices to ensure compliance with industry standards
6. Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.

Leadership and People

1. To provide the much-needed transformational leadership to meet and surpass the expectations of stakeholders.
2. Building relevant departmental capacity to deliver on strategy by leading, guiding, directing, and evaluating the work of the team.
3. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment for attracting, retaining, and motivating employees.
4. Building the team and ensure adequate succession planning throughout the organization.

Key Competencies

1. Strong analytical skills, including the ability to conduct in-depth research and analysis of potential investments.
2. Excellent communication and interpersonal skills, with the ability to build and maintain strong relationships with clients and other professionals.
3. Solid understanding of financial markets, investment principles, and portfolio management strategies.
4. Ability to work independently and manage multiple priorities in a fast-paced environment.
5. Strong leadership skills, with the ability to provide guidance and mentorship to junior investment professionals.
6. Attention to detail and commitment to accuracy, with the ability to analyze complex data and identify trends and patterns.
7. Strong problem-solving skills, with the ability to identify and address issues and challenges in a timely and effective manner.

Qualifications

1. Bachelor's degree in finance, economics, or a related field.
2. Master’s in Business Administration or its equivalent will be an advantage.
3. CFA Charter holder or equivalent.
4. Knowledge in investment reporting and corporate financial reporting.
5. Knowledge of legislation governing Retirement Benefits, institutional and retail investments.
6. Excellent computer skills, including proficiency in Excel, Bloomberg, and other financial analysis tools.

Relevant Experience

1. Minimum of 5-7 years’ experience in managing investments.
2. Track record of delivering superior investment returns
3. Experience in managing funds on a local and/or regional basis will be an added advantage.
4. Solid understanding of applicable laws and regulations related to investment management.
5. Excellent computer skills, including proficiency in Excel, Bloomberg, and other financial analysis tools.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by Sunday, 7th January 2024.
Only shortlisted candidates will be contacted.