Pension Office

Terms of Reference

1. Introduction:

Position: Manager, Research and Analytics

Post Type: Permanent (Initial contract shall be for 1 (one) year). The contract will be made permanent on successful completion of performance appraisal at the end of year one)

Department: Research and Analytics

2. Reporting Relationships:

The Manager, Research and Analytics will report directly to the Director of Investment and Research.

3. Overall Responsibilities:

The Manager, Research and Analytics is responsible for analysing and conducting research related to markets, financial assets, economics, portfolio risk, performance management and pension benefits.

4. Specific Tasks:

- Collection, organisation and analysis of data on financial and other sectors locally and internationally through primary and secondary sources;
- Developing forecasting and predictive models, and developing scenarios to support the investment management practices;
- Preparing technical reports related to MRPS investments and other member benefits;
- Conduct statistical analysis of pension administration data and identify patterns that are relevant for pension policy decisions;
- Developing a framework for production of routine reports (both internal and statutory purposes) and publication of such reports;
- Conduct ad hoc research as required to support social and economic policy objectives;
- Collaborate with national and international organisations to conduct research and dissemination of research about income security;

- Any other relevant tasks assigned by the Director of Investment and Research or the Chief Investment Officer.

5. Minimum Requirement/Qualification:
- A Bachelor's Degree or equivalent professional qualification in the field of Finance, Economics, Investments, Fund Management, Actuarial Science.
- A minimum of 3 years of professional work experience in a relevant field, after attainment of Bachelor's degree.

6. Desired Skills and Competencies:
- Excellent analytical and quantitative skills with computer proficiency;
- Excellent and effective communication skills, including the ability to prepare the technical analysis and reports, deliver presentations, making and defending recommendations;
- Excellent organizational, time management and strong interpersonal skills with a desired leadership;
- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively.