



Job Ref. No: JAML003 (Re-advertised)

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.

Jubilee Asset Management (JAML) is a wholly owned subsidiary of Jubilee Holdings Limited, that focuses on providing fund management and investment advisory products and services to institutional and retail clients. It is licensed and regulated by the Capital Markets Authority (CMA).

We currently have an exciting career opportunity for **Portfolio Manager** within **Jubilee Asset Management Limited**. The position holder will report to the **Chief Executive 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 support the Marketing Team in selling the Company's Investment Products to grow assets under management.

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 CEO.
2. Responsible for developing portfolios and delivering investment returns exceeding pre-set benchmarks.
3. Manage a team of investment professionals and research analysts.
4. Ensure timely and coordinated implementation of Investment Committee decisions.
5. 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.
6. Report in accordance with the CFA Institute GIPS Performance Reporting Standards
7. Uphold and follow the CFA Code of Ethics and Standards of Professional Conduct.
8. Ensure investment decisions are backed by high quality and appropriate research and analysis; both internally and externally.

Business Development

1. Manage existing client relationships in order to retain and grow business from company's clients.
2. Support the Business Development team in presentations to potential clients.
3. Leverage existing business relationships of the Group to grow company client base.

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.

Administration

1. Oversee the maintenance of client files for all correspondences, reports and minutes of Client meetings
2. Ensure all documentations regarding relationship with clients in terms of investment management agreement, and investment policy statement are complete and up to date
3. Liaise with Operations to ensure that management fees is paid promptly.

Compliance

1. Ensure compliance to statutory and regulatory requirements including Treating Customers Fairly, Data Protection and Anti Money Laundering.
2. Ensure compliance to all company policies, regulatory and statutory reporting.

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

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1. Minimum of 4-6 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 Thursday, 15th June 2023.

Only shortlisted candidates will be contacted.