

## **A FUND MANAGER IN KENYA IS LOOKING TO RECRUIT FOR THE FOLLOWING ROLES:**

### **PORTFOLIO MANAGER**

The overall responsibility of the Portfolio Manager is to deliver client mandate through research, asset allocation, security selection and portfolio construction by investing client funds in various securities in order to deliver market-beating returns in line with business strategy and objectives while ensuring winning client relationship.

#### **Key Responsibilities**

##### **1. Ensure Research implementation and growth of Investment Plan**

- Conducting research and due diligence on available opportunities in the assigned asset class that meet the client's risk-return objectives.
- Overall review of the assigned asset class and economic macros impacting on stock market, fixed income and offshore investments in order to formulate strategy and make recommendations to the team.
- Maintaining and update the equity, bond and offshore portfolio model in liaison with the dealers.
- Maintaining positive working relationships as the investment liaison with others involved in investments including custodians, advisors, administrators, industry associations and regulators.
- Liaise with market players on opportunities in equities, fixed income and offshore as assigned.
- Creating and generating innovative and successful investment ideas and solutions for clients
- Providing critical input to the Investment Committee that receives and approves security and asset allocation recommendations.

##### **2. Ensure Portfolio balance & Composition**

- Assist in developing the house view portfolio and manage investment funds to maximize return on client investments
- Ensuring that each asset class of the client portfolios is aligned to the respective house view portfolio unless client mandate specifies otherwise.

- Ensure that overall asset allocation for each client is within the mandate given in the Investment Policy Statements.
- Monitor investment performance of individual investments and client portfolios to ensure portfolios meet risk return goals.
- Develop, implement, and monitor security valuation policies.
- Ensure related metrics preparation, reporting and review.

### **3. Ensure delivery of Client Service & Management**

- Attending client meetings and report portfolio performance as required
- Training of clients, potential clients on investment matters.
- Prepare and conduct specialized trainings for clients as requested.
- Making presentations and pitches for prospective new mandates.
- Managing stakeholders' relations

### **4. General Responsibilities**

- Implementing and benchmarking best practices in Investment management
- Implementing change initiatives to achieve desired business plans and culture
- Review and Implement SOP's

### **The Person**

For the above position, the successful applicant should have the following:

- Bachelor's Degree in (Business related or equivalent) from a recognized institution.
- ***Professional certification - CFA, CISI, CPA, CIFA or part CFA or equivalent.***
- At least 6 years' working experience in Portfolio Management
- Knowledgeable in operations of the Capital Markets Authority, Nairobi Security Exchange and Central Depository Settlement Corporation

- Have knowledge of the regulatory environment and have a thorough understanding of the Capital Markets products and services

## **ASSISTANT PORTFOLIO MANAGER**

Assistant Portfolio Manager role is to assist in delivering client mandate through research, asset allocation, security selection and portfolio construction in line with business strategy and objectives.

### **Key Responsibilities**

#### **1. Carry out Research**

- Participate in carrying out research and due diligence on available opportunities in the assigned asset class that meet the client's risk-return objectives.
- Participate in review of the assigned asset class and economic macros impacting on stock market, fixed income and offshore investments in order to formulate strategy and make recommendations to the team.
- Maintaining and update the equity, bond and offshore portfolio model in liaison with the dealers.
- Maintaining positive working relationships as the investment liaison with others involved in investments including custodians, advisors, administrators, industry associations and regulators.
- Liaise with market players on opportunities in equities, fixed income and offshore as assigned.
- Participate in creating and generating innovative and successful investment ideas and solutions for clients
- Recommend ideas to the Investment Committee that receives and approves security and asset allocation recommendations.

#### **2. Participate in carrying out Portfolio Management**

- Assist in developing the house view portfolio and manage investment funds to maximize return on client investments
- Ensuring that each asset class of the client portfolios is aligned to the respective house view portfolio unless client mandate specifies otherwise.
- Ensure that overall asset allocation for each client is within the mandate given in the Investment Policy Statements.

- Monitor investment performance of individual investments and client portfolios to ensure portfolios meet risk return goals.
- Participate in implementing and monitoring security valuation policies.

### **3. Carry out Client Service delivery**

- Attending client meetings and report portfolio performance as required
- Participate in training of clients, potential clients on investment matters.
- Prepare and conduct specialized trainings for clients as requested.
- Making presentations and pitches for prospective new mandates.
- Participate in ensuring stakeholder's relations

### **5. General Responsibilities**

- Ensure related metrics preparation, reporting and review.
- Identifying, implementing and benchmarking best practices in management
- Managing and implementing change initiatives to achieve desired business plans and culture

### **The Person**

For the above position, the successful applicant should have the following:

- Relevant graduate qualification (postgraduate advantageous).
- ***CFA in progress or CFA Charter holder, CISI, CPA, CIFA Certification preferred.***
- Minimum 4 years in portfolio management or related financial services.
- Experience managing local, regional, or offshore funds a plus.
- Strong investment knowledge, curiosity, and market awareness.
- Confident presenter with excellent communication skills.
- Analytical, strategic thinker with attention to detail.
- Proactive, entrepreneurial, and client-focused approach.

- Able to work well under pressure and prioritize tasks.

## **INVESTMENT ANALYST**

The role is responsible for delivering client mandate through research, both on a macro as well as security selection and Implement research strategy, advising on fund strategy and supporting the investment team in asset selection to achieve the organization's objectives.

### **Key Responsibilities**

#### **1. Ensure Research plan delivery**

- Analyzing financial information relating to specific companies, e.g. company results, profit and loss, balance sheet and cash flow statements to determine how an organization is positioned to deliver for investors.
- Keeping up to date with market developments, new investment products and all other areas that can affect the markets, e.g. movements in the economies of relevant countries.
- Considering how the economic implications of factors such as natural disasters, weather, wars, etc. might affect the performance of companies and funds.
- Monitoring the financial news using specialist media sources.
- Drafting and writing research reports for the fund managers or client use.
- Meeting with and providing information to fund managers; this might include, summaries of research, investment ideas, key events from the proceeding day as well as key drivers for the day ahead.
- Making recommendations to fund managers, being able to position ideas and articulate to the fund manager about the risk or payoff for each recommendation.
- Accompanying fund managers to meetings to make research recommendations on new issues, new stocks being introduced.

#### **2. Managing client relations and request turn arounds.**

- Attending to client requests and instructions for execution of payouts.
- Submission of client holding reports monthly and quarterly.

- Collection of client receivables and withholding tax certificates.

### **3. Managing custodians, exchanges, bankers, regulators, and administrators' relations**

- Performing monthly and quarterly reconciliations with custodians.
- Liaising with bankers and exchange players for investment opportunities for our clients
- Following up trades and orders with the bankers and custodians
- Engaging and ensuring compliance with regulators are in line with the guidelines.

### **4. Conducting fixed income analysis and updating of bond models for investment decisions in the treasury markets.**

- Assisting the Investment Analyst with Equity modelling and equity related research on the different industries.
- Keeping up to date with market developments, new investment products and all other areas that can affect the markets
- Drafting and writing quarterly and other research reports for the managers and clients.

### **5. Deliver on Back-office Operations and Compliance related activities**

- Conducting weekly and monthly reconciliations for the clients with the back-office team
- Engaging with and assisting the dealing team to ensure client instructions are executed promptly
- Engaging and participating with the settlement team to ensure trades are settled on respective client accounts.
- Supervising and training the intern on back office and compliance related tasks.
- Engaging with the finance team on client fee notes and other finance related queries raised by the team or clients.
- Filing of weekly financial intelligence Authority reports on large cash transactions.

**6. Ensuring delivery of quality economic, fixed income and company research to communicate investment insights to investment team.**

- Ensuring the delivery of highest quality of research inter alia: macroeconomic, specific company/sectors, private equity and fixed income.
- Producing and distributing accurate and timely reports that keep the clients updated on current issues, market development and trends that affect investment decisions

**7. Maintaining and developing undertaking of financial modeling, valuation, and analysis.**

- Conducting due diligence on companies and industries by researching, reading financial statements and market data.
- Analyzing financials, financial modeling, forecasting and valuations of both listed, unlisted companies as well as private equity investments.
- Conducting comprehensive due diligence on corporate bonds/ private equity opportunities/private issues.

**8. Ensuring that all compliance regulations are met in the investment process and operations**

- Assisting in ensuring that each asset class of the client portfolios is aligned to the respective house view portfolio unless client mandate specifies otherwise.
- Assisting in ensuring that asset allocation thresholds are within the house model and that there are no breaches by managing and maintaining the equity house model and the fixed income model.
- Conducting and ensuring that credit analysis of banking sector to evaluate potential investment banks the team can place deposits.

**The Person**

For the above position, the successful applicant should have the following:

- Bachelor's or Master's degree in Finance, Economics, or related field
- **CFA, CIFA, CPA, or CAIA certification (preferred)**
- Minimum 4 years' experience in investment analysis or asset management
- Expertise in financial modelling, valuation, and analytics

- Proficiency with Bloomberg or similar tools
- Strong leadership, communication, and strategic thinking skills

**The Fund Manager will provide a competitive remuneration package to the successful candidate. If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your CV to *recruitments5@hotmail.com***

**To be considered your application must be received by Friday, 30th June 2025 5:00 PM (EAT). Applications will be reviewed on a rolling basis.**

Only short-listed candidates will be contacted.

URGENT