



Job Description: Investment Officer

Basic Information		
Location: 15F One World Place	Working hours / Job Type (Full Time / Contract): AM Shift, Full Time	Reporting to: Investment Manager
Salary:	Commission / Bonus:	No. of Headcount Required: 1

Detailed Description		
Overall purpose, duties and responsibilities of the role: The Investments Officer will be responsible for coordinating with the Actuary Department for asset-liability matching and reporting, monitoring/reporting of market and economic developments, and will assist in new funds research/development. The Investment Officer will also be expected to participate in the implementation and maintenance of the investment/ asset-liability management system. As necessary, s/he will also provide back up coverage for other investment operations functions.	Essential Skills / Qualifications: <ul style="list-style-type: none"> • University degree in Actuary or Mathematics • Professional qualification in Investments or Finance is a plus • Minimum 4 years working experience in life insurance industry, with experience in asset-liability matching • Good communication skills • Proficiency in Microsoft applications, especially Excel • Result-oriented, self-motivated, organized 	Key Performance Indicators: <ul style="list-style-type: none"> • Ability to perform the daily/regular tasks accurately and in a timely manner, with minimal supervision • Ability to escalate issues to her supervisor/manager in a timely manner • Ability to perform and complete necessary ad hoc tasks and reports on agreed deadline