

With more than 1.2 million active members and around 480 000 pensioners and beneficiaries as well as assets worth more than R2.1 trillion, the Government Employees Pension Fund is a defined benefit fund that manages pensions and related benefits on behalf of government employees in South Africa. It is the largest pension fund in South Africa and Africa. The GEPF is currently seeking to appoint a suitably qualified individual with the relevant experience to fill the below role within the Investments Department, in Kasteelpark, Erasmuskloof, Pretoria.

JOB DETAILS

Investment Research and Performance Manager

A. Job purpose	
To oversee the GEPF's mandate compliance and performance monitoring functions, oversee the fund's database management framework and managing the fund's investment research function.	
B. Key Responsibilities	
Key performance area	Output/action
Management and implementing the fund's investments strategy	<ul style="list-style-type: none"> • Review and manage the implementation of the fund's listed investment strategy and policy • Perform due diligence on investment transactions in order to identify portfolio risk factors that could have a long term financial impact on the fund's investment strategy • Compile and/or review quarterly reports on the fund's investment performance • Presentations to Board committees on the fund's investment performance • Actively participate on special projects and support in the implementation process
Oversee compliance monitoring	<ul style="list-style-type: none"> • Develop and/or implement a monitoring and evaluation system, framework, tools, and procedures regarding the investment mandate • Assist with negotiating performance measures with the PIC for investment services.

	<ul style="list-style-type: none"> • Review and evaluate investment reports, the risk report and the investment risk report to identify issues of concern requiring mitigation or action • Oversee escalated risk issues or concerns requiring mitigation to ensure management within defined and appropriate risks parameters • Review mandate and regulatory compliance reports and ensure alignment to the investment mandate and applicable regulations • Compile and/or review quarterly reports on the fund's investment compliance activities • Presentations to Board committees on the fund's investment compliance activities
<p>Performing and conducting investment research (internal research function)</p>	<ul style="list-style-type: none"> • Conduct and/or coordinate research on factors that influence the fund's long term performance and objectives, including the following: <ul style="list-style-type: none"> ○ Long-term macro-economic outlook and potential growth themes ○ Long-term asset class return assumptions ○ Asset liability model methodologies and outcomes • Coordinate and produce articles for thought leadership purposes • Produce reports (semi-annually) on the fund's research activities • Presentations to Board committees on the fund's investment research activities
<p>Coordinate and facilitate investment research (external research function)</p>	<ul style="list-style-type: none"> • Assist in increasing the fund's research capacity through a panel of external service providers. The research panel would have three categories; including Listed Markets, Unlisted Markets and Sustainability • Coordinate research outcomes from the research panel, including: <ul style="list-style-type: none"> ○ Industry outlook and key developments within listed markets, unlisted markets, and sustainability ○ Specially defined projects within listed markets, unlisted markets, and sustainability • Produce reports (semi-annually) on the fund's research activities • Presentations to Board committees on the fund's investment research activities
<p>Manage investment related projects:</p>	<ul style="list-style-type: none"> • Co-ordinate and manage investment related projects • Evaluate project plans and aid in implementation. • Undertake general contract management and administration for investment related projects. • Define and approve the project scope, timelines, objectives and milestones of projects. • Effectively manage the completion of project deliverables. • Monitor and manage project costs in line with the budget.

	<ul style="list-style-type: none"> • Develop quality assurance plans and guidelines for project members and service providers. • Identify and resolve project issues and recommend mitigation strategies.
Manage resources and staff	<ul style="list-style-type: none"> • Contribute to the budgeting processes. • Monitor budget expenditure in relation to listed investment management fees. • Manage staff performance through continuous performance appraisal, coaching and mentoring. • Identify gaps in capability, skills and knowledge of staff members. • Assist staff draft their performance and development plans and ensure implementation. • Manage work allocation and staff responsibilities.

C. Job specification

Qualification and experience:

Education:

- A Bachelor's Degree in Science, Business Science, Finance or Investment Management
- Post-graduate degree in Business Science, Finance or Investment Management
- CFA/CA(SA)/CAIA/FASSA will be an advantage

Experience:

- Between 6 to 10 years' experience in a financial services environment, preferably in investment management
- Demonstrate experience in engagement with senior investment partners/professionals
- Demonstrate experience in management of a portfolio of listed investments
- Solid understanding of the pension funds industry, financial instruments, and investment analysis

Knowledge:

- Awareness and understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Relevant legislation, regulations and procedures e.g. Pension Fund Act, Government Employee Pension Fund law, 1996
- United Nations backed Principles for Responsible Investment
- Code for Responsible Investing in South Africa
- Corporate Governance principles (King IV report)
- Financial risk management
- Economic analysis (impact of global events on investment)
- Financial instruments
- Investment analysis and financial modeling in all asset classes
- GEPF stakeholders
- Understanding of legal compliance

Skills and behaviours:

Skills:

- Excellent numeracy and mathematical skills
- Financial modelling skills

- Qualitative and quantitative analytical skills
 - Team work and collaboration
 - People management and empowerment
 - Communication (verbal and written)
 - Project management
 - Business Acumen
 - Computer proficiency
 - Planning and organising skills
 - Attention to detail
 - Project management
 - Decision making
 - Research skills
 - Negotiation skills
- Behaviour:**
- Integrity
 - Openness
 - Inter-dependence
 - Caring
 - Client focus
 - Communication
 - Organisational Awareness
 - Problem solving and Judgment
 - Team work
 - Developing others
 - Innovation
 - Impact and Influence
 - Maturity and self management
 - Fairness
 - Professional work ethic
 - Networking
 - Assertiveness

D. Leadership measures

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	2
Number of staff indirectly managed	0
Number of contractors/suppliers managed	PIC and the custodian
Financial Accountability	Listed investments budget

This appointment will be subject to competency assessments. GEPF retains the right not to employ. If you have not heard from us in two months, please consider your application unsuccessful. Applications should be directed to recruitment@gepf.co.za indicating the position you are applying for on the subject line. The closing date for applications is **22 June 2022**.

BOARD OF TRUSTEES