

## **POSITION DESCRIPTION**

Hela Investment Limited

### **AM3756 - Fund Investment Manager**

Hela Provincial Government (HPG) has incorporated Hela Investment Limited as its business entity in May 2018 with Hela Provincial Government as a single shareholder. The core business activity is the investment and equity management for HPG.

HIL is inviting exceptional candidates to apply for the vital role of:

### **FUND INVESTMENT MANAGER**

The role reports to the Chief Executive Officer.

#### **Key Responsibilities:**

- Provide financial advice and services to Hela Investment Ltd about a range of investment matters, including buying and selling investment trusts and shares or bonds, to help the company invest money in the best places
- Work very closely with CEO to make decisions about investments, with financial information and recommendations that enable such decisions to be made
- Regularly meeting with CEO and company managers to discuss financial matters
- Researching companies
- Gathering information
- Reading financial briefings
- Making informed financial recommendations and decisions
- Keeping knowledge up-to-date about PNG economy, current financial news and financial markets
- Assessing and interpreting complicated financial information
- Liaising with clients.

#### **Expected Competencies:**

- University degree with business studies - management, statistics, finance, mathematics, accounting or economics
- An MBA or similar professional qualification is preferable
- Should have at least seven to ten years' experience with the industry
- Ability to work effectively under pressure
- Strong time management skills
- Confidence, determination and self-motivation
- Good numerical and IT skills
- Analytical and problem-solving skills
- Team working and communication skills
- Keen interest in and understanding of financial markets.

**Applications close cob Friday 3<sup>rd</sup> May 2019**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**