



## **PUBLIC SERVICE PENSIONS FUND BOARD**

### **VACANCY ANNOUNCEMENT**

Public Service Pensions Fund Board (**PSPFB**) is a creation under the **Public Service Pensions Act CAP 260** of the Laws of Zambia, mandated to control and administer the Fund in accordance with sound business practices. The Public Service Pensions Fund Board (**PSPFB**) wishes to recruit an exceptional individual who is self-motivated, and results oriented to fill the position of Director-Investments on a five-year fixed term contract to be based at its Head Office in Lusaka. The jobholder will report to the Chief Executive.

**1. Job Title: Director Investments      1 X 1**

#### **2. Main Job Responsibilities**

To ensure the Fund's growth and sustainability through the implementation of PSPF investment strategy and policy.

#### **3. Job Responsibilities**

- Formulate and implement investment management systems, policies and guidelines to support the Fund's strategic objectives.
- Develop and implement internal controls to safeguard the assets of the Fund.
- Develop a long-term investment strategy taking into consideration actuarial recommendations to deliver best outcomes for asset and liability matching.
- Implement fund development plans including asset allocation mixes and allocation of cash flows and revenue

generation strategies to enable the Fund to meet its financial objectives.

- Establish innovative alliances, co-investments/business arrangements with investment advisors and development partners to deliver prudent investments
- Ensure timely, development of departmental workplans and implementation of the Performance Management System to monitor and evaluate performance of the department and staff.
- Coordinate effectively human, financial, and other resources in order to facilitate achievement of the departmental objectives.
- Regularly review, coordinate, and execute investments and loan portfolios that ensure investment returns.
- Conduct research on investment products and services to ensure PSPF investment decisions are advised by current best practice, financial and market trends.
- Manage the property portfolio including, facilities, maintenance, and lease management to ensure sustainable growth of the real estate portfolio of the Fund
- Plan, design and implement Investment Risk Management plans, policies and guidelines in order to mitigate losses to the Fund
- Cultivate and manage strategic relationships with Government, Financial Sector, and regulators to ensure compliance and secure competitive advantage of the Fund
- Prepare Investment reports and other strategic documents to ensure informed decision making in the Fund by the Board

#### **4. Knowledge and Skill Requirements:**

Considerable competence at senior management level is required to understand and apply advanced policies, practices, procedures, concepts, and principles to effectively guide the Fund's operations.

##### **a) General Education and Academic Qualifications:**

Grade Twelve (12) Certificate with 5 'O' Levels or equivalent.

b) **Professional Qualifications:**

Bachelor's degree in economics/ accounting /finance / ACCA/CIMA/CA Zambia or equivalent

MBA, MSc. MA, in Commercial Discipline, Finance or equivalent

Relevant profession Certification or Membership (CFA/FRM/ CAIA) is an added advantage.

c) **Relevant Job Experience:**

Minimum of 10 years' related work experience at Management level of which 5 years should be at Senior Management.

**Your application letter should be accompanied by a CV, copy of your NRC, relevant certificates and should also specify your contact address and phone number(s).**

**Application letter should be addressed to:**

**The Board Chairperson  
Public Service Pensions Fund Board,  
Pensions House Sapele Road, Off Cairo Road,  
P.O. Box 38411  
LUSAKA.**

**You can also send your application letter using the following email address [infor@pspf.org.zm](mailto:infor@pspf.org.zm)**

**The closing date of receipt of applications will be 31<sup>st</sup> January 2024.**

**PLEASE NOTE THAT:**

- **ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE SHORTLISTED.**