



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITIES

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position within the National Insurance Investment Secretariat (National Insurance Fund):-

Manager, Equity Trading (GMG/SEG 3) (VACANT),
Salary: - \$5,198,035.00 per annum

JOB PURPOSE

To design, monitor and manage equity trading activities, on behalf of the National Insurance Investment Secretariat (National Insurance Fund- NIF), in the local, regional and international markets in keeping with NIF policy guidelines.

KEY OUTPUTS

- Research/analyses on local, regional and international equity markets conducted;
- Investment outlook for the market prepared;
- Expert advice on equity related issues provided
- Buy/sell/hold positions for NIF equity investments recommended;
- Investment Policy Statements for the equity portfolio prepared;
- Equity and Economic overview/projections for NIF Board meetings produced;
- Proposals from external sources evaluated;
- Relationships with industry players developed and enhanced
- Summary of financials of listed companies produced;
- Annual Board retreat reports prepared;
- Analyses on acquisition and disposal of stocks produced
- Daily equity report summary produced

KEY PERFORMANCE STANDARDS

- Advice given on equity related issues is consistently sound
- Agreed performance targets consistently achieved
- Opinions briefs on local, regional and international equity markets are well researched and well written within specified timeframe
- Percentage of recommendations on buy/sell/hold positions accepted and implemented
- Quality of relationships with industry players
- The extent to which summaries of financials for listed companies are thorough and accurate
- All reports meet quality standards and are produced within agreed time frame

KEY RESPONSIBILITIES

- Formulates medium and long term strategies to manage the NIF equity portfolio;
- Researches, analyses and reports on local, regional and international equity markets;
- Identifies investment opportunities and threats for existing and potential investments for the NIF and its subsidiaries;
- Participates in collaborative efforts with NIF and its subsidiaries/associated companies;
- Recommends buy/sell/hold positions for the NIF equity investments based on research, establishing target prices via quantitative and qualitative modelling;
- Collaborates with the Risk Manager to implement best operational and risk management practices;
- Prepares and maintains the Investment Policy Statements for the equity portfolio;
- Serves as functional expert within the NIF on equity related issues;
- Develops and maintains professional relationships and contacts within the investment industry in order to conduct researches and gain knowledge of appropriate investment opportunities;
- Performs continuous assessment and evaluation of appropriate equity strategies;
- Prepares all necessary reports tracking the Fund's performance including the following:
 - Daily equity report summary
 - Annual Board Retreat reports
 - Monthly overview of total equity portfolio

- Summary of Dividend yields and payments on unlisted stocks;
- Summary of daily foreign exchange report;
- Monthly report of dividends received;
- Various other reports as requested.
- Participates and plays a lead role in the equity budgeting process;
- Contributes to the strategic planning process of the NIF, in order to enhance the continuous improvement of NIF and its associated companies;
- Creates added value to the NIF through writing and disseminating investment research analysis to internal Managers and Directors;
- Performs other related duties assigned by the Director, Equity Portfolio.

REQUIRED COMPETENCIES

- Excellent knowledge of investment concepts, terminology, styles, models, strategies and fundamental investment factors
- Excellent knowledge of institutional private equity portfolio management
- Sound understanding of the local, regional and international financial markets
- Working knowledge of financial sector laws, regulations and ethics
- Working knowledge of computer systems and relevant applications
- Excellent decision-making, planning and organizing skills
- Excellent judgement, and analytical skills
- Excellent oral and written communication skills
- Very good time management skill
- Excellent negotiating and/or advocacy skills
- Excellent interpersonal skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Business, Economics, Finance or Accounting plus,
- Four (4) years' experience in an Investment Environment (with at least two (2) years in an active trading capacity).
- A license by the Financial Services Commission (FSC) or other appropriate regulator is an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office environment
- Occasional travel.

AUTHORITY

- Recommend equity investments
- Co-sign equity buy/sell order letters to brokers
- Co-sign equity trade confirmation letters to brokers
- Recommend amendments to procedures

Applications accompanied by resumes should be submitted no later than **Friday, July 17, 2026,** attention:-

**Senior Director Human Resource Management and Development
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4
Email: resume@mlss.gov.jm**

Please note that only shortlisted persons will be contacted.