



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No.334 **OSC Ref. C.4860¹¹**

2nd September, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Research Analyst (SOG/ST 7)** in the **National Insurance Investment Secretariat, Ministry of Labour and Social Security**, salary range \$5,198,035- \$6,990,779 per annum.

Job Purpose

The incumbent will conduct research in relation to the Financial Services Industry, analyze data and prepare analytical reports to support the Director of Bond Portfolio in making prudent investment decisions in accordance with policy guidelines.

Key Responsibilities

- Monitors trends in the financial industry, initiates research on specific companies and makes recommendations on investment options;
- Prepares research reports and updates mathematical models that analyzes companies' financial data;
- Analyzes industry macro trends and company financials;
- Examines companies' financial statements and analyzes commodity prices, costs expenses and tax rates in order to determine a company's value and projected future value;
- Meets with company officials to gain a better insight into a company's prospects and determines the company's managerial effectiveness;
- Writes summaries on internal and external proposals and submits these to the Senior Director, Investments;
- Documents summaries on portfolio issues and macroeconomic reports;
- Writes overviews on portfolio issues and macroeconomic variables for NIF Board and Investment Committee Meetings;
- Conducts research on risk evaluation for the equity portfolio and prepares summaries of corrective measures to be taken;
- Represents NIF at meetings, AGMs and other functions as directed by the Director, Bond Portfolio and provides summaries of these meetings;
- Undertakes research, provides guidance on portfolio acquisition and disposal matters;
- Compiles, sorts and stores data on macro-economic, listed and unlisted companies;
- Maintains library with journals, statistical periodicals and portfolio report;
- Keeps abreast of new regulations or policies that may affect the financial industry;
- Monitors the economy to determine its effect on earnings;
- Performs other related duties as assigned by the Director of Bond Portfolio.

Required Knowledge, Skills and Competencies

Specific Knowledge:

- Excellent knowledge of Investment banking and market industry sector and/or financial products
- Sound knowledge of Bonds Markets and Bonds Pricing
- Good knowledge of local and regional Pension Fund Act
- Excellent knowledge of local, regional and international financial markets
- Good knowledge of FAA Act
- Proficiency in the use of Microsoft Software and relevant applications

Required Skills and Competencies:

- Excellent judgement, and analytical skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Finance/Mathematics or an equivalent professional qualifications
- Successful completion of Jamaican Securities Course
- Four (4) years' experience in a related field

Special Conditions Associated with the Job

- Travelling is required to attend AGMs and other various functions.
- Working on weekends and/or working beyond regular office hours.

Applications accompanied by résumés should be submitted **no later than Friday, 13th September, 2024 to:**

Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4

Email: resume@mlss.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**