

## Position Description

Vacancy Title: **Manager Investments**

Location: **Suva, Fiji**

Reports To: **Chief Executive Officer (v 3.00)**

### Objective

Manager Investment provides oversight on the prudent management and growth of the investment portfolio for the TTFB. S/he provides advice to the Board on investment opportunities and is accountable to achieve the expected total return and within the risk profile of the investment policy, with the objective of ensuring financial sustainability to support the funding of the iTaukei Trust Fund Board's legislated objectives. The role reports directly to the CEO.

### Outcomes

#### Organisational Stakeholders

##### 1. Investment strategies developed and implemented

- Oversight and development of investment strategies for TTFB through extensive consultation
  - advice provided for review of TTFB legislation
- Review of TTFB Investment policy ensured for:
  - Growth Assets
  - Defensive assets A
  - Defensive assets B
- Oversight of TTFB investment portfolio annual growth as per investment portfolio provided
  - Healthy liquidity ratios maintained
  - Markets reviewed with Fund Managers on a regular basis
    - Market benchmarks monitored to guide investment exposure
      - oversight of research and assessment on financial products ensured
      - Advice on local and international markets research and assessment provided
        - recommendations to CEO on new opportunities or risks and investment strategy ensured
    - In-depth understanding of industry/sectors performing/non-performing and emerging markets ensured
    - Excellent professional relationships with key informants, including the Reserve Bank, other investment organisations, IMF, World Bank and the like ensured
  - Annual Investment Unit budget developed, submitted and approved by CEO
  - Strategies to optimise investment opportunities are implemented
  - Mechanisms of investment in portfolio and cash management flow are consistently reviewed and revised accordingly
  - Reports of existing investments and returns are thoroughly and regularly reviewed
    - Portfolio change recommendations ensured
    - Monitoring and evaluation of investments
  - Day-to-day management of relevant policy and implementation programs contained in the strategy in collaboration with CEO and stakeholders ensured

##### 2. Effective Property investment management

- Ensure property investment portfolio are aligned to investment policy
  - review investment portfolio for maximum returns
  - ensure best commercial use of current properties
- Benchmark market yield for all properties practiced
- Lease contracts on properties reviewed to ensure market rates apply
- Explore and propose innovative business initiatives in property investment
- Property maintenance effectively managed

##### 3. Risk is effectively managed through planning and mitigation strategies

- TTFB operates within its regulatory and compliance framework at all times
- Investment risks are effectively managed in a timely manner
  - Investment financial risks and property investment risks are identified and corrective mitigation strategies are implemented in a timely fashion
- Internal and external audit teams promptly assisted as required
- Annual Reports are produced in a timely and compliant fashion

##### 4. Well-informed CEO and stakeholders

- Advice on TTFB investment strategies provided to CEO
- Oversight and advice provided for conducting Workshops and presentations for stakeholder awareness of investment strategies
  - Implementation action plan and time frame discussed and monitored
  - Appropriate policies are developed to facilitate the implementation of the strategy in line with statutory and regulatory requirements, in consultation with CEO
- Periodic reports are thoroughly reviewed to ensure evidence-based decision-making
- Guidelines provided for investment opportunities reporting prior to presentation to the CEO
  - ensure they are appropriate and feasible
- Effective risk management policy and procedures developed and implemented

#### 5. Effective Stakeholder management

- Professional business relationships with the Fund's lawyers, bankers, brokers, investment advisors and other interactions are effectively managed
- Negotiations around potential investments and beneficiaries are respectfully carried out in compliance with TTFB policies, laws and regulations

#### 6. Effective Human Capital Management

- Oversight and management of staff capacity building ensured
  - Attendance at seminars/webinars ensures up to date awareness of the market
  - Research using credible sources, such as the 'Big Four' economist briefings on projections and trends effectively managed
- Develop Annual work plan in accordance with set goals and targets for investment unit
  - align resources workplans to unit workplans and strategic objectives ensured
- Work is delegated appropriately and staff supported
  - Development plans are provided, implemented and progress monitored
- Guidance is provided and individual growth is supported
- Performance measures development assisted and cascaded to staff
  - PMS assessment of staff effectively supported

#### 7. Organisation's image and value demonstrated and promoted at all times

- Collaboration with other teams in the organisation for the benefit of the organisation

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Research	Apply formal research methodologies.
Mathematical Reasoning	Apply mathematical reasoning.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Accounting and Finance, Applied finance and investment	Chartered Accountant
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business and Management	

## Work Knowledge and Experience

- A minimum of 10 years experience in a similar role managing a large mixed portfolio
- Excellent written and oral communication and liaison skills
- Experience in working credibly with investors and financing entities - private sector and institutions
- Proven experience in investigating and assessing risk on investment opportunities at local, regional and international levels
- Experience in consultations with the public and business sector
- Demonstrated high level of professional communication skills with excellent verbal and written English together with excellent interpersonal skills

## Requirements

### Language Proficiency

- Good interpersonal/communication skills
- Knowledge of iTaukei and Rotuman culture and language
- Excellent command of written and spoken English

### Professional Associations

- Member of Fiji Institute of Accountants

### Regulatory Compliance Requirements

- Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board's Investment Subcommittee	
	Senior Investment Analyst	
	Senior Programme Specialist	
	Internal Auditors	
	Finance Team	
	Chief Executive Officer	
	Business Analyst	
<b>External</b>		
	Investment institutions	
	External Auditors	
	Investment Brokers	
	Lawyers	
	Other Consultants	
	Property Managers	
	Regulators	

Type	Interaction	Comments
	Statutory Authorities	
	Taxation Authority	

## Attributes

### Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

### Thinking Styles

Initiative	Takes action and makes decisions without the help or advice of other people.
Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Numerate	Shows abilities in quantitative thought and expression.

## How To Apply

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### Contact for Enquiries

Contact Name: Marie Drauna

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Further Contact Information:--

**Closing Date:** 31 Jan 2026