

Position Description



**Position: Executive Manager –
Investment & Projects**

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2022
PD Approved By (Position Title):	Chief Investment Officer
Position Number:	KCHCI07

Primary Purpose of the Position

To manage and coordinate SOEs and KCH delivery of projects based on investment policies and standards. Provides investment information and financial advice; works with corporate and individual clients; and maintains knowledge of a wide range of investment and financial products, including trusts, stocks, bonds, and shares.

Reporting Relationships

This Position Reports to:

Chief Investment Officer

Direct Reports:

1. Manager Investment & Valuations
2. Project Coordinator
3. ESG Officer

Key Working Relationships (Internal & External)

Internal:

- Chief Investment Officer
- All Chief Officers
- All Executive Managers
- Other Managers

External:

- SOEs
- Relevant Government Agencies and Statutory Bodies
- Banks and other financial institutions
- Consultants and other service providers
- Developers
- Client & Client Representatives

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelors Degree in Economics and Accounting
- CFA Charter Holder
- Must be registered with a professional body

Skills and Experience required for this position:

Skills

- Microsoft Office Skills
- Analytical and problem solving skills

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- Attention to detail
- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

Experience

- Minimum of 5 years' experience in a similar role in project management
- Knowledge and previous experience in project design, management and implementation
- Experience in delivery of projects and procurement guidelines is an advantage
- Ability to coordinate and communicate effectively with the consultant, contractors and stakeholders
- Must possess effective project organisation leadership qualities
- Ability to communicate effectively
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Key Accountabilities

Investment Portfolio

Managing KCH Investment Portfolio and providing oversight of the SOEs Investment Strategies including:

- Engages in regular research and reading to stay apprised about the state of the economy, global financial markets, and general current events
- Maintains current knowledge about financial products available to corporate and individual clients, including bonds, stocks, investments, and trusts
- Works closely with investment analysts to assess financial information and investment opportunities
- Presents investment opportunities and related analysis while pitching proposed course of action in meetings with management and clients
- Uses complex financial models to project future earning and profit potential and uses this data to inform decisions and proposals
- Makes decisions about financial and investment opportunities on behalf of clients
- Meets with an investment team and SOEs, including analysts and other managers, to stay up-to-date about market situations and company decisions that may impact one another
- Takes on high levels of responsibility on behalf of financial institutions, corporate clients, investment organisations, and insurance companies
- Develops relationships with clients and expands client network in professional and social settings
- Specialises in a particular field or industry to aspire to achieve expert level knowledge

Governance/Standards

Understand and ensure investments comply with KCH Investment Policy and regulatory standards by:-

- keeping abreast of changes in government and regulatory obligations
- taking appropriate actions and supporting the implementation of preventative strategies
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Project Management & Delivery

Deliver investment projects to achieve corporate objectives, including;

- Continuously oversee overall performance and analyse methods and performance
- Monitoring performance against program and re-assessing efficiency, taking appropriate correct action where necessary
- Monitoring contractor's performance to ensure project plans and milestones are met and addressing performance issues
- Assessing activities, ensuring a balance between cost and production to meet objectives and time constrictions
- Understanding contractual obligations
- Communicating with relevant direct reports or team members in relation to key dates and milestones
- Ensure that contractors and suppliers have the capability of meeting project safety and health requirements as appropriate
- Identify and document project operational risk analysis from pre-mobilisation stage to project completion
- Ensure incidents reported to the relevant parties are fully investigated, reported and closed out and submitted in a timely manner
- Maintain clear communication with key stakeholders, including the community

Planning and Budgeting

Develop and deliver investment project goals and objectives including:

- Planning project execution to ensure project delivery within optimal time and budget
- Ensuring investment budgetary requirements are understood and met
- Providing accurate and timely budget forecasts and cost reports
- Managing project risks and constraints
- Ensuring the appropriate allocation of resources to achieve project objectives involving key project team members in planning, procurement and management of resources

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Risk Management

Ensure risk is managed in a proactive manner, through:

- By identifying, assessing and managing business, community and environmental risks
- Ensuring appropriate and timely risk management procedures are established and maintained
- Conducting appropriate risk assessment at nominated intervals
- Ensuring identified deficiencies are responded to in a timely fashion
- Establishing control mechanisms to prevent occurrence

Leadership

Lead and develop an effective and productive team, including:

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- identifying resource and skill gaps and developing strategies to bridge gaps
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team
- demonstrating on a daily basis personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation

Incumbent:

Signature:

- Managing the profitability of the project by overseeing budget expenditure, conducting regular reviews against plan and budget and taking corrective actions as required

Business Relationships

Build and maintain productive internal and external relationships to facilitate the delivery of the project through:

- Creating and maintaining strong relationships with key senior external clients and other key stakeholders
- Understanding key stakeholders requirements and allocated resources to ensure the delivery of effective outcomes
- Satisfying obligations under the contract
- Managing the client's expectations
- Understanding the client's working culture and managing the relationship accordingly

Team Work

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Position: Chief Investment Officer

Signature: