



ZCCM Investments Holding Plc
Incorporated in the Republic of Zambia

Job Advertisement

ZCCM Investments Holdings Plc (ZCCM-IH) is an investments holding company which has a primary listing on the Lusaka Stock Exchange and secondary listings on the London and Euronext (Paris) Stock Exchanges. The Company has majority of its investments held in the copper mining and energy sectors of Zambia. ZCCM-IH's majority shareholders are the Industrial Development Corporation (IDC) with 60.3%, Government of the Republic of Zambia (GRZ) with 17.3% shareholding. The National Pensions Scheme Authority (NAPSA) holds 15% shares while other individual and institutional shareholders numbering over 4,000 located in different parts of the world hold 7.4% shares.

The Company invites applications from suitably qualified and experienced individuals who are innovative, energetic and performance driven to fill the following vacancy in the **Investments Directorate**;

Position

Chief Investments Officer - 1 position

Grade

ZH2

For a detailed job description and specification for the position above please visit:

<http://www.zccm-ih.com.zm/news/careers-tenders/>

Application Procedure

Application letters together with certified copies of certificates and detailed curriculum vitae should reach the undersigned not later than 21st April 2017.

Human Resources Manager
ZCCM Investments Holdings Plc
ZCCM IH Office Park, Stand No 16806
Alick Nkhata Road, Mass Media Complex Area
P O Box 30048

LUSAKA

Alternatively, applications should be sent to: jobs@zccm-ih.com.zm



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ZCCM-IH PLC

JOB DESCRIPTION

JOB TITLE : Chief Investments Officer
GRADE : **ZH2**
DIRECTORTE : Investments

JOB PURPOSE:

To lead and drive the core business of ZCCM-IH – investments; Key in setting up the strategic focus and leading the investment team in identifying and structuring investment opportunities and operations; undertaking capital and money market operations; monitoring investments in order to ensure that desired returns on investment are achieved and making recommendations to management on what refinements to make to existing investments, potential investments to pursue and manage risks associated with investments. Project manager for all the investments/projects the company embarks on. Drives the company's diversification agenda into other sectors other than mining as contained in the Strategic Plan.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Investments' Strategy and Policy	Drives the Organisation's strategy on investments; Creates new strategic and tactical investment portfolios and identifies the best execution methods for those investments; Recommends investments, monitors the performance of the investments, ensuring ZCCM-IH's objectives are met and the strategic and financial goals achieved Effectively communicate the investment policy and portfolio decisions; Identify the key investment projects for the Financial Year and develops Business Plans, thereof.
Financial Analysis and Investments Research	Oversees the Company's Financial investment analysis in investee companies and other sectors and conducts independent research to determine their viability; Maintains the financial analysis tool and tracks the trends on all investments; Develops and submits financial analysis reports on each investments/ project for decision making
Portfolio and Asset	Leads in the monitoring of the performance for the investee

Management	<p>companies; subsidiaries and other investments;</p> <p>Develops framework for decisions about the portfolio management strategies used for investment purposes. Leads process for all portfolio management decisions and implementation, including asset selection, portfolio rebalancing;</p> <p>Responsible for overseeing portfolio allocation levels under various market conditions;</p> <p>Leads the construction and management process for all portfolio models, including ongoing tactical adjustments as necessary.</p>
Relationship with Stakeholders	<p>Promotes and establishes good working relationships with stakeholders and develop alliances that add value to the Business;</p> <p>Maintains good relationships in the financial sector to remain fully informed on various sources of finance;</p> <p>Actively monitors the socio economic trends in the market to regularly align the funding program as per market norms and requirements</p>
Leadership	<p>Leads and coaches a team of highly qualified professionals in portfolio management; business development; capital and money markets; Energy; properties and agricultural based projects, to achieve annual business plan objectives;</p> <p>Sets investment performance targets in accordance with the regulations and investment policies,</p> <p>Responsible for the investments papers that go to the Management Investments Committee (MIC) and Investments Committee of the Board (ICB);</p> <p>Leads and coordinates the Investment Team day to day activities, including allocation of time and research resources and the optimization of a team-specific budget.</p> <p>Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals and staff discipline</p>
Business Development and Project Management	<p>Evaluates project proposals / investment ideas;</p> <p>Conducts detailed feasibility studies for investment evaluation of the project and developing, as well as presenting investment proposals for internal approval of the Investment Committee;</p> <p>Establishes and reviews due diligence policies and procedures and frequently reviews team members to ensure continued and ongoing adherence;</p> <p>Ensures that the projects are efficiently and effectively managed according to the agreed timescale and budget;</p> <p>Monitors investment performance through project progress and maintains alignment with project feasibilities.</p>
Enterprise Risk Management	<p>Liaises with the Chief Risk and Internal Audit Officer on risk management issues that directly impact the strategic direction of the company' investments;</p> <p>Understands and interprets the Enterprise Risk Management tools, practices, and policies to analyse and report enterprise risks, and to manage risks according to an enterprise risk management framework;</p> <p>Complies with the organization's risk management policies and strategies</p>
Capital and money markets	<p>Oversees the administration of the treasury operations in respect of money and capital markets and custodial services;</p> <p>Oversees management of the treasury system and the tracking all types of new capital investment proposals in terms of cost, schedule and performance;</p> <p>Manages the funds placements with financial institutions;</p> <p>Reviews treasury reports such as maturity ladder, liquidity mismatch, interest risk gap analysis, currency risk exposure, and concentration risk reports to enable management assess exposures to various risks in the operating sectors.</p>

Subsidiary Oversight	Monitor subsidiary businesses to ensure that they efficiently and effectively provide needed products and services while staying within budgetary limits, investment performance targets and operational goals.
Resource Mobilisation	Effectively mobilises human, financial, technical and material resources to enhance effective implementation of all investment projects in ZCCM-IH.

5.1.4 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Chief Executive Officer

5.1.5 **ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS**

- a) **Professional Qualification:**
Grade 12 Certificate
Bachelor's Degree in Business Administration; Finance; Accountancy
Professional qualification CFA; ACCA or CIMA
Masters' degree Investment management; Financial Management or MBA
CFA designation highly preferred.
- b) **Minimum Relevant Pre-Job Experience:**
10 years' experience at senior management level in investments or financial markets.
- c) **Skill Specifications:**
- Communication and interpersonal skills
 - Leadership skills
 - Project management skills
- d) **Other Attributes (Personality Traits)**
- Integrity
 - Conscientious
 - Creative