PUNJAB PENSION FUND

Assistant Manager – Fixed Income

Terms of Reference

JOB TITLE	**Assistant Manager – Fixed Income**
RESPONSIBLE TO	**Head of Department**
SUPERVISION	**None**
QUALIFICATION	**Sixteen years of education in Finance, Business, Economics, or a related discipline from an HEC-recognized institution.**
PROFESSIONAL QUALIFICATION	**Progress towards CFA is required.**
EXPERIENCE	**Overall experience of four years, including two years of relevant experience in fund management, Investment Research, treasury, or related fields.**

Key Performance Indicators

- Accuracy and timeliness of fixed-income trade execution, auction participation and placements, with no missed or erroneous transactions.
- Quality and timeliness of fixed-income analysis and recommendations supporting investment decisions.
- Reconciliation accuracy of portfolio holdings against custodian, SBP and CDC records.
- Timeliness and accuracy of portfolio performance, duration, yield, liquidity and risk reports against internal deadlines.
- Completion rate of compliance checks of fixed-income transactions against the investment policy and regulatory limits (target 100%).
- Quality of analytical and operational support provided to the Head of Department and relevant committees.

Key Responsibilities

1. **Fixed-Income Portfolio Support:** Assist the Head of Department in managing the fixed-income portfolio in line with the approved investment policy, including monitoring holdings, maturity profile, duration, yield, concentration, and liquidity, and identifying opportunities to rebalance the portfolio.
2. **Investment Analysis:** Analyze government securities, bank placements, corporate debt, and other permissible fixed-income instruments, considering yields, maturity profiles, credit quality, liquidity, and interest-rate sensitivity, and prepare reasoned investment, holding, or divestment proposals supported by key assumptions and a risk assessment.
3. **Yield Curve and Interest-Rate Outlook:** Monitor monetary policy, inflation, government borrowing, and market liquidity; track the yield curve and auction results; and help form views on interest rates and their implications for portfolio positioning.

4. **Credit Analysis:** Review credit-rating agency reports and issuer financials, assess the credit quality of banks and corporate issuers, and monitor rating actions and issuer developments affecting portfolio holdings and counterparties.
5. **Trade Execution and Placements:** Execute approved transactions in government securities, bank placements, corporate debt and other permissible instruments; participate in primary auctions; obtain competitive quotes and ensure best execution, adherence to approved limits and prompt, accurate recording of every transaction.
6. **Counterparty Coordination:** Coordinate with banks, primary dealers, brokers, the custodian, and other counterparties on dealing, confirmation, and settlement, and follow up on any exceptions or failed settlements.
7. **Settlement and Reconciliation:** Reconcile the fixed-income portfolio against custodian, SBP, and CDC records regularly; investigate and resolve differences, and ensure coupons, profit payments, and maturities are correctly received and recorded.
8. **Compliance and Limits Monitoring:** Complete pre- and post-trade compliance checks against the investment policy, regulatory and internal limits, including issuer, counterparty, rating, and exposure limits; promptly report any breaches or potential breaches to the Head of Department.
9. **Performance and Risk Reporting:** Prepare periodic fixed-income portfolio performance, attribution, exposure, and risk reports, including yield, duration, maturity profile, credit quality, and liquidity measures; benchmark returns and explain key drivers to management and relevant committees.
10. **Market Monitoring:** Track market developments, auction calendars, policy announcements, credit-rating changes, regulatory disclosures, and macroeconomic trends affecting the portfolio, and promptly highlight developments that may require a review of positions.
11. **Reports and Presentations:** Prepare investment proposals, portfolio reviews, market updates and presentations for management and relevant committees, clearly communicating findings, assumptions and recommendations.
12. **Coordination with Research:** Work closely with the Research Department to translate research into actionable portfolio ideas and to provide portfolio feedback to the research function.
13. **Records and Documentation:** Maintain accurate, up-to-date transaction, portfolio, and decision records, including the rationale for investment decisions, to support audit and regulatory requirements.
14. **Professional Standards:** Remain informed of laws, regulations, and policies relevant to capital markets and investment management; observe the Fund's code of ethics and professional conduct; maintain confidentiality; and disclose potential conflicts of interest and personal dealings.
15. **Other Duties:** Perform other investment-related assignments entrusted by the Head of Department.