

PUNJAB PENSION FUND

Job Title:	Risk Manager
Responsible to:	Chief Investment Officer
Qualification:	Sixteen-year education or equivalent in Finance, Risk, or related from an HEC-recognized institution. Additional Relevant Professional Qualification: CFA/FRM
Experience:	Minimum 8 years of work experience in the risk management function with at least 5 years of Managerial Level experience in the Investment & fund management risk function.
Supervision:	None

Job Description:

- The Risk Manager shall be responsible for developing, implementing, and maintaining a framework to identify, measure, monitor, and manage the risks taken by the Punjab Pension Fund and other funds managed by the Punjab Pension Fund;
- Develop, document, and implement risk policies, risk assessment, and guidelines of the Punjab Pension Fund and recommend any changes thereto;
- Designing and implementation techniques, models, and analysis to identify, measure, and mitigate potential risks, including credit, liquidity, and interest rate risks;
- Provide Punjab Pension Fund’s management with an overview of total exposures to identify unhealthy concentrations in portfolio management;
- Develop tools for risk-adjusted performance measurement and capital management;
- Monitor compliance with risk policies, guidelines, and limits;
- Review and identify operation and system risks inherent in the Punjab Pension Fund;
- Review limit change proposal independently before the OIC forwards the proposal to the Risk Committee for approval;
- Maintain documentation of excess limits, including corrective action and resolution date;

- In conjunction with the audit & compliance department, review risk management policies at least annually and update them as required;
- Recommend risk management measures to senior management and periodic reporting to the General Manager/Risk Committee;
- Periodic risk assessment to be carried out and report with findings and recommendations issued for senior management/Risk Committee;
- Any new risk model would need to be extensively tested and verified before being deployed;
- Recommend other internal risk limits to OIC for onward submission to the Risk Committee;
- Maintain close liaison with other Head of Departments for close monitoring of operational and investment risks;
- Any other task assigned by the General Manager.