

# PUNJAB PENSION FUND

Job Title:	Risk Manager
Responsible To:	General Manager
Qualification:	Master's degree in Risk/Finance, and/or equivalent 16 years' education in a related discipline. Professional Qualification like CFA/FRM is preferable
Experience:	Minimum 5 years of work experience in the risk management function of Asset Management, Fund Management or a similar field.
Supervision	None

## Job Description:

- The Risk Manager shall be responsible to develop, implement and maintain 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 of 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 proposal is forwarded by the OIC 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 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.