

## JOB DESCRIPTION

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| Department:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Investment Management                                                                                                                                                                                                                                                                                     |
| Job Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Analyst, Treasury and Execution                                                                                                                                                                                                                                                                           |
| Location:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Abuja                                                                                                                                                                                                                                                                                                     |
| Employment Type:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Full Time                                                                                                                                                                                                                                                                                                 |
| Job Rank:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Analyst                                                                                                                                                                                                                                                                                                   |
| Job Function:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Trading (debt and equity) and Investment Operations functions in the Investment Management department                                                                                                                                                                                                     |
| <b>JOB DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Assist to execute sale and purchase of securities, and other financial products in the primary and secondary markets. Best execution, Price discipline and trade reporting.</li> <li>• Assist with managing the team's trading books</li> <li>• Continuously monitor the financial markets to formulate trading ideas</li> <li>• Post trade processing and resolving trade settlement issues in a timely manner</li> <li>• Process corporate actions (e.g. tender offers, right issues, dividends etc.)</li> <li>• Assist with counter-party selection and performance appraisals</li> <li>• Maintain and update ratings of all banks and counterparties</li> <li>• Any other role that maybe assigned from time to time by Management</li> </ul> |                                                                                                                                                                                                                                                                                                           |
| <b>PERSON SPECIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                           |
| Education Qualification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• A degree with a merit grade in Accounting, Economics, Banking &amp; Finance, Actuarial Science or related fields</li> <li>• A further qualification, for example, an MBA or M.Sc would be beneficial.</li> </ul>                                                 |
| Professional Qualifications:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Membership of CFA, CIS or Trading and Portfolio Management certifications would be highly beneficial</li> </ul>                                                                                                                                                  |
| Experience:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Strong numerate and analytical skills</li> <li>• Strong computer skills on MS Office Suite</li> <li>• Good reporting, writing, presentation and communication skills.</li> <li>• Analytical thinker with strong conceptual and problem-solving skills</li> </ul> |
| Age:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Not more than 25 years of age                                                                                                                                                                                                                                                                             |

Applicable candidates can apply via mail to [recruitment@sigmapensions.com](mailto:recruitment@sigmapensions.com) and indicate the position applied for as the subject of the email.