

LIST OF JOB VACANCIES TO BE ADVERTISED IN CAREER WEBSITE

No	Position to be Advertised	Department	Number of Vacancies
1	Manager, Fixed Income	Public Markets	1
2	Manager, Public Equity		1
3	Assistant Manager		1
4	Manager/Assistant Manager	Legal and Secretarial	1
5	Senior Executive		1
6	Assistant Manager	Integrity	1
Total Vacancies			6

JOB DESCRIPTIONS AND QUALIFICATIONS

Qualified LTAT staff are invited to apply for the vacant positions listed below.

DEPARTMENT: PUBLIC MARKETS

Position: Manager, Fixed Income and Money Market

Job Description:

- Responsible for the management of Fixed Income & Money Market portfolio of LTAT while ensuring that the portfolio is managed in accordance with the mandates and reported strategy.
- Evaluate the portfolio regularly and come out with the investment strategy to optimize the overall portfolio performance.
- Ensure that investment operations and reporting requirements are in compliance with the external regulations, Tabung Angkatan Tentera Act, Investment Policy & Guidelines and other internal controls.
- Keeping knowledge up to date about the economy, current financial news and financial markets.
- Identify and prepare investment proposal to enhance the overall investment return.
- Monitoring the preparation of forecasted yearly income and expenses of Public Market Department.
- Ensure that records and documentation related to investment activities are updated and properly file.
- Ensure that the team are adequately staff and trained.

Qualifications:

- a) Minimum Bachelor Degree in Investment/Actuarial Science/Economics/any relevant field from reputable university. Advanced/Masters Degree would be an added advantage.
- b) Minimum 9 years of working experience.
- c) Passed the relevant modules of CMSRL examination.
- d) Chartered Financial Analyst (CFA) qualification is an added advantage.
- e) Good understanding of guidelines and regulation related to investment in public markets, including the Tabung Angkatan Tentera Act 1973, Trustee Act 1949, Capital Market and Services Act 2007, Financial Services Act 2013 and any other relevant Acts or Guidelines by the relevant authorities.
- f) Good interpersonal skills and effective communication skills (written and spoken).
- g) Proficient in Bloomberg and Microsoft Office (Excel, PowerPoint, Word).
- h) Well verse in performance monitoring template for companies.
- i) Ability to manage tight deadlines and work under pressure.
- j) Ability to deal with people at all levels.

DEPARTMENT: PUBLIC MARKETS

Position: Manager, Public Equity

Job Description:

- Responsible for the management of equity portfolios of LTAT while ensuring that the portfolio is managed in accordance with the mandates and reported strategy.
- Evaluate the portfolio regularly and come out with the investment strategy to optimize the overall portfolio performance.
- Ensure that investment operations and reporting requirements are in compliance with the external regulations, Tabung Angkatan Tentera Act, Investment Policy & Guidelines and other internal controls.
- Keeping knowledge up to date about the economy, current financial news and financial markets.
- Identify and prepare investment proposal to enhance the overall investment return.
- Monitoring the preparation of forecasted yearly income and expenses of Public Markets Department.
- Ensure that records and documentation related to investment activities are updated and properly file.
- Ensure that the team are adequately staff and trained.

Qualifications:

- a) Minimum Bachelor Degree in Investment/Actuarial Science/Economics/any relevant field from reputable university. Advanced/Masters Degree would be an added advantage.
- b) Minimum 9 years of working experience.
- c) Passed the relevant modules of CMSRL examination.
- d) Chartered Financial Analyst (CFA) qualification is an added advantage.
- e) Good understanding of guidelines and regulation related to investment in public markets, including the Tabung Angkatan Tentera Act 1973, Trustee Act 1949, Capital Market and Services Act 2007, Financial Services Act 2013 and any other relevant Acts or Guidelines by the relevant authorities.
- f) Good interpersonal skills and effective communication skills (written and spoken).
- g) Proficient in Bloomberg and Microsoft Office (Excel, PowerPoint, Word).
- h) Well verse in performance monitoring template for companies.
- i) Ability to manage tight deadlines and work under pressure.
- j) Ability to deal with people at all levels.

DEPARTMENT: PUBLIC MARKETS

Position: Assistant Manager, Public Equity

Job Description:

- Responsible for the management of equity portfolios of LTAT while ensuring that the portfolio is managed in accordance with the mandates and reported strategy.
- Monitor trends in financial markets daily and perform regular market updates during investment meeting.
- Assist in the formulation of investment strategy and recommendations to be made to the investment team.
- Ensure that investment operations and reporting requirements are in compliance with the external regulations, Tabung Angkatan Tentera Act, Investment Policy & Guidelines and other internal controls.
- Preparing investment proposals to be presented to the Investment Committee/Investment Panel and Board meeting as instructed.

Qualifications:

- a) Minimum Bachelor Degree in Investment/Actuarial Science/Economics/any relevant field from reputable university. Advanced/Masters Degree would be an added advantage.
- b) Minimum 5 years of working experience.
- c) Passed the relevant modules of CMSRL examination.
- d) Chartered Financial Analyst (CFA) qualification is an added advantage.
- e) Good understanding of guidelines and regulation related to investment in public markets, including the Tabung Angkatan Tentera Act 1973, Trustee Act 1949, Capital Market and Services Act 2007, Financial Services Act 2013 and any other relevant Acts or Guidelines by the relevant authorities.
- f) Good interpersonal skills and effective communication skills (written and spoken).
- g) Proficient in Bloomberg and Microsoft Office (Excel, PowerPoint, Word).
- h) Well verse in performance monitoring template for companies.
- i) Ability to manage tight deadlines and work under pressure.
- j) Ability to deal with people at all levels.

DEPARTMENT: LEGAL AND SECRETARIAL

Position: Manager/Assistant Manager

Job Description:

1) General Responsibility

- To assist the Head in managing the Department in delivering its functions to clients (internal and external) including stakeholders, among others the following:-
 - All deliverables on legal department; and
 - All deliverables on secretarial unit including to act as the secretary for the meetings of the organisation.
- Assist the Head to monitor and manage administrative including putting work standards process and compliance. This will include provision of mentoring and guidance to the team.
- Assist the Head to interact across the functional teams.

2) Areas of Responsibilities (Legal)

- To support the existing legal team.
- To review, comment and advise clients on all legal matters arising.
- To draft legal documents.
- To provide opinions and/or review the draft opinions prepared by the Senior Executive for internal/external clients.
- To conduct research on relevant subject matters, if needed.
- To sanitise the works of the Senior Executive, if needs be.
- To liaise with legal counsels for all legal matters or depending on projects assigned to the Manager.
- To keep track of any Surat Pekeliling related to LTAT to ensure compliance, if needs be.

3) Areas of Responsibility (Secretarial)

- To support the secretarial function.
- To oversee the corporate secretarial function and coordination of the corporate secretarial works across the functional division/department.
- To advice clients on all secretarial matters including compliance with Companies Act 1965 and Lembaga Tabung Angkatan Tentera Act.
- To attend Board Meetings or Investment Panel Meetings or Management Meeting or any other subcommittee of the Board, upon assignment by the Head of Department.
- To review the minutes of meeting, prepared by the Senior Executive if needs be.
- To be responsible to charter calendar of meetings for Board and committees of the Board.
- To draft minutes of meeting for the relevant committees assigned to the Manager.
- Will be responsible to ensure that all administrative works of the meetings or subcommittees' meetings.
- To ensure compliance with corporate governance of LTAT including developing any forms of frameworks or policies.
- To keep track of any new laws and undertake necessary research to ensure LTTA's compliance and/or to adopt best practise for governance.
- Other matters that will be assigned by the Head of Department in relation to all legal and secretarial matters.

Qualifications:

- a) Minimum Bachelor Degree in Law.
- b) At least 10 years or experience in Legal and Secretarial Department or reasonable exposure for secretarial related matters but with 10 years of legal experience.
- c) Excellent interpersonal and communication skills (written and spoken).
- d) Good understanding of legal and secretarial roles.
- e) Ability to manage tight deadlines and work under pressure.
- f) Results driven and possess leadership qualities.
- g) Ability to deal with people at all levels.

DEPARTMENT: LEGAL AND SECRETARIAL

Position: Senior Executive

Job Description:

1) Areas of Responsibilities (Legal)

- To support the existing legal team.
- To review, comment and advise clients on all legal matters arising
- To draft legal documents and interact with the document owners for information and fact finding.
- To manage the compliance of the legal documents with the process owner.
- To liaise with legal counsels for all legal matters or depending on projects assigned to the Senior Executive including attending meetings.

2) Areas of Responsibility (Secretarial)

- To assist and support the secretarial function.
- To advice clients on all secretarial matters including compliance with Companies Act 1965 and Lembaga Tabung Angkatan Tentera Act.
- To sit for the Board Meetings or Investment Panel Meetings or subcommittee of the Board and prepare the minutes of meeting of the said meeting.
- To assist to charter calendar of meetings for Board and committees of the Board.
- Will be responsible to ensure that all administrative works of the meetings or subcommittees' meetings.
- To ensure compliance with corporate governance of LTAT including developing any forms of frameworks or policies.
- Other matters that will be assigned by the Head of Department in relation to all legal and secretarial matters.

Qualifications:

- a) Minimum Bachelor Degree in Law.
- b) At least 3-4 years or experience in Legal and Secretarial areas.
- c) Excellent interpersonal and communication skills (written and spoken).
- d) Good understanding of legal and secretarial roles
- e) Ability to manage tight deadlines and work under pressure.
- f) Results driven and possessed leadership qualities.
- g) Ability to deal with people at all levels.

DEPARTMENT: INTEGRITY

Position: Assistant Manager

Job Description:

- 1) Organisation Anti-Corruption Plan (“OACP”)
 - Assist the Manager and Head of Integrity in Developing and implementing OACP in addressing integrity, governance and anti-corruption issues within Organisation by working together with other organisations including but not Limited to the following:-
 - a. Malaysian Anti-Corruption Commission (“MACC”);
 - b. National Centre for Governance, Integrity, and Anti-Corruption (“GIACC”); and
 - c. Malaysian Institute of Integrity (“IIM”)
 - Assist the Manager and Head of Integrity in reviewing periodically the OACP in accordance with Prime Minister’s Directive 2019 and other similar directives.
- 2) Advising, Corporate Communication and benchmarking exercise on aspects of integrity.
 - Advising on all aspect related to integrity matters.
 - Establish communication with stakeholders and peers.
 - Benchmarking exercise to identify gap of the Integrity Department.
- 3) Internal Control System
 - Assist Manager and Head of Integrity in developing Internal Control and compliance system in place that would protect department from threats arising from internal corruption, fraud theft, embezzlement and mismanagement of funds.
- 4) Reporting to Anti-Corruption Committee
 - Assist Manager and Head of Integrity in preparing concise and informative reports and slides in relation to integrity related matter to the Organisation Anti-Corruption Committee and any other relevant Anti-Corruption Committee.
- 5) Promotion
 - Coordinate, supervise, monitor and evaluate agency integrity programs.
- 6) Performing other works as assigned by Manager, Head of Integrity, Integrity Committee and Board.

Qualifications:

- a) Minimum Bachelor Degree in Law/ Business Administration or any other field.
- b) Minimum 3 years of working experience in relevant field.
- c) Having legal background.
- d) Possess Malaysian Certified Integrity Officer (“CeIO”) Certification from Malaysian Anti-Corruption Academy is an added advantage.
- e) Proficient in Microsoft Office tools particularly Excel, PowerPoint, Word.
- f) Able to executive integrity programme with minimal supervision.
- g) Excellent interpersonal and communication skills (written and spoken).
- h) Self-driven, eager to learn and highly motivated to drive execution, result-oriented and able to work in agile manner.
- i) Excellent teamwork skills and has willingness and ability to work with people from diverse background and skills.
- j) Receptive towards innovative solutions to increase work productivity and efficiency.