

DEPARTMENT : DEFENCE AND STRATEGIC BUSINESS
Position : Assistant Manager
Report to : Head of Defence and Strategic Business

Position Summary:

- Responsible to assist HOD to plan, manage and execute investments in the defence industry, which includes engaging key stakeholders as part of securing and managing defence contracts from Ministry of Defence (MINDEF) as well as monitoring the performance of such investments.
- Responsible to oversee and undertake research, analysis and evaluation on the defence industry, defence companies and defence contracts to be tendered out by the MINDEF to identify potential investment opportunities.
- Responsible to assist HOD in the overall smooth day-to-day operations and administration of the Strategic Investment Department.
- Responsible to ensure compliance towards all investment legislations, policies and procedures.
- Responsible to assist in key initiatives of the Department such as;
 - Investment in Defence and Strategic Business (DSB).
 - Stakeholder Engagement.
 - Analysis and evaluation of contracts to be tendered out by MINDEF.

Key Accountabilities:

- Responsible to undertake research, analysis and evaluation on the defence industry, defence companies and defence contracts to be tendered out by the MINDEF.
- Responsible to engage key stakeholders such as MINDEF and business partners to secure contracts and form partnership for business venture.
- Responsible to monitor investments and contracts awarded by MINDEF to ensure investments achieve the target return.
- Responsible to ensure compliance towards all investment legislations, policies and procedures.

Qualifications:

- Minimum Bachelor Degree in Investment/Actuarial Science/Economics/any relevant field.
- Minimum 5 years of working experience in established asset management company/ investment firm/ financial institution.

Skills/Knowledge:

- Strong financial analysis and modelling skills.
- Skilled in using Microsoft Excel in qualitative analysis.
- Deep understanding of defence equipment and systems.
- Good interpersonal skills and effective communication skills (written and spoken).
- Ability to conduct research and analysis independently.
- Competitive, trustworthy and highly initiative in carrying out tasks.
- Ability in analysing and preparing proposal papers.
- Ability to deal with people at all levels.