

The University of Ottawa, at the heart of Canada's capital, is one of our country's leading research universities. We are a cosmopolitan community of over 40,000 students, faculty and staff who live, work and study in both English and French. We are proud to be Canada's university.

Assistant Director, Pension Fund and Treasury

Salary : 67 597 \$ to 92 945 \$

POSITION SUMMARY:

You will contribute experience, knowledge, and expertise for a wide range of functions under the Office of the Treasurer/Director Pension Fund related to the University's pension, endowment, and treasury investment programs as well as the University's cash and balance sheet management processes. You will also be responsible for oversight of specific external investment management firms that will involve ongoing liaison with staff, regular due diligence reviews, maintaining information related to existing policy guidelines and staying abreast of firm specific issues.

Key accountabilities for this role:

1. Responsible for ongoing monitoring of the University's investment programs, including the review of custodial, investment manager, compliance and performance measurement reports.
2. Responsible for various aspects of external manager search projects including development of selection and performance criteria, assessment of candidate firms, research, and completion of due diligence reviews.
3. Conduct analysis of new investment and risk management strategies and develop related policy changes and implementation plans in conjunction with the Treasurer/Director Pension Fund.
4. Conduct investment research projects as required, including research on policy issues and maintenance of market intelligence on industry trends and initiatives.
5. Initiates new treasury strategies, such as those to manage the University's foreign currency exposure, mitigate interest rate risk or meet long-term financing requirements.

QUALIFICATIONS:

- University Degree (with courses in Accounting and Finance) / CFA Designation or enrolment in the CFA program (minimum level 1 completed).
- Minimum 3-5 years of relevant investment management experience and sound knowledge of investment concepts; knowledge component includes accounting principles and ability to correctly interpret accounting information.
- Experience in developing investment policies and/or interpreting and applying complex policies and procedures is essential.
- The incumbent must have strong written and oral communication skills in both official languages.

For a detailed description of this position, please visit our website at: <http://www.hr.uottawa.ca>

If you're ready for this exciting challenge in one of Canada's most vibrant universities, please indicate your interest by e-mail in confidence to Mycareer@uottawa.ca, competition number RREC2356NEP by February 8th, 2008 or by Fax at (613) 562-5783.