

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date: _____	Manager name: _____
	Manager title and GCF level: <u>Senior Manager, Investment Research</u>
Job title: <u>Associate Manager, Investment Research</u>	Department: <u>Investment</u>
Job level: _____	BU/Division: <u>Investment</u>

Job purpose

Please provide a summary of the purpose and objective of the job.

Associate Manager, Investment Research shall prudently support the Senior Manager, Investment Research in searching, assessing and monitoring corporate exposures including both equity and fixed income positions. He/she will also monitor the portfolios outsourced to external managers. He/she needs to conduct active and high-quality communications with Regional Office Investment and Corporate Credit Risk to obtain limits in due time to facilitate investment activities.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

Macro and sector research <ul style="list-style-type: none"> • Performing quarterly macro research and database maintenance to report to local Investment Committee, Asia Regional Investment, and Corporate Headquarter. • Analyzing data to identify investment trends and themes. • Performing annual deep-dive review on specific sectors as assigned. 	15%
Investment research - Credit <ul style="list-style-type: none"> • Performing credit research on new names and annual reviews on existing names in the Approved List with thorough fundamental factors, including but not limited to macro economy, government policy, industrial trend, company business model & strategy, ESG, financial risks and outlook, and submit to RO Credit team for approval. • Assessing an internal rating based on internal rating methodology and making recommendation for limit approval. Pro-actively adjusting based on developments of external and internal factors. 	40%
Investment research - Equity <ul style="list-style-type: none"> • Monitoring the equity market, coordinating with Asia Regional Equity team to provide input / opinion on the movement and potential investment strategy. • Recommending tactical and strategic trading strategy 	15%
Outsourced portfolio <ul style="list-style-type: none"> • Monitoring third-party asset manager in portfolio construction, mandate compliance, and risk-adjusted performance analysis. 	10%
Others <ul style="list-style-type: none"> • Periodically preparing material and attending quarterly investment committee meeting. • Supporting other business development initiatives as requested. 	20%

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

- Fundamental and quantitative analysis
- Written and oral communication skills in both English & Vietnamese
- Knowledge of industries
- Multitasking and prioritization
- AI data analytics

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Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Capability to work with multiple key stakeholders (Local Business Unit, Regional Office, and Corporate) to sort out the investment related concerns/ issues.
- The research analyst role requires many different types of problem-solving skills given the multi-dimensional nature of the work: e.g. analysis vs monitoring, financial model building vs internal and external communication. To be successful the analyst will pivot and/or use a combination of systematic and logical tools and techniques as well as open mind, creative thinking and emotional intelligence.

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, and registrations, if applicable.

- Education & experience: BA Degree with major in Business, Finance, or Banking with experience of 3 - 5 years of investment research or management.
- Experience with Bloomberg Terminal, Power BI, AI data processing
- Qualifications in investment or risk management (Fund Management Certificate by SSC, CFA, ACCA, or FRM) is a big plus.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- Finance & Actuarial: 20%
- External parties including banks, brokers, fund managers, investees, and investment communities etc.: 40%
- Internal global team: 40% (Regional Investment, North America Investment Research, Corporate Credit Risk)

Management scope

- Total number of direct reports: n/a
- Total number of staff managed (direct and indirect): n/a

Metrics (if applicable)

- Finance metrics (revenue, budget managed, etc.): Contribution to target Investment Income
- Sales metrics (type and amount): n/a
- Other metrics (specify): Credit write-ups
- Travel required (express as % of working time): up to 20%