



Setting the global standard for investment professionals in the Philippines

## Superintendent/Executive Director

### Qualifications

- 1) With Master's Degree in Business Administration or Finance (he'll be dealing with CFA Charterholders so a graduate degree is important) from a highly recognized university.
- 2) CFA Charterholder is an advantage but not a must, BUT must have taken at least one CFA exam.
- 3) At least three years experience in management or development of academic programs in a collegiate/university environment.
- 4) Personable, excellent oral and written communications skills, proficient in creating presentations.

### Job Objectives

Under the tutelage of the Board of Trustees:

- 1) Develop CFA Philippines' educational activities into a recurring and viable business;
- 2) Ensure the growth of CFA Philippines, in terms of membership (new and renewals), financial performance and industry relevance;
- 3) Manage the day to day activities of CFA Philippines.

### Specific Job Responsibilities

- 1) Develop, organize and manage the various educational activities that CFA Philippines may offer to its members, candidates and its other audiences and stakeholders;
- 2) Ensure that such educational activities are financially viable and recurring; and are responsive to its audiences' requirements.
- 3) Develop and implement the marketing and publicity programs, as needed, to raise awareness of such activities.



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- 4) Develop and implement other activities, policies and programs that ensure the long term growth of CFA Philippines in terms of new and renewing membership, financial performance and industry relevance.
- 5) Liaise with regulatory authorities, financial industry proponents, publications, etc., with the end in view of maintaining and growing CFA Philippines' public exposure; and timely response to important industry issues and requirements, etc.
- 6) Manage the day-to-day activities of CFA Philippines (including its website); maintain effective supervision over its administrative staff.
- 7) Undertake other responsibilities as may be delegated by the Board of Trustees.

### Reporting Relationship

Reports directly to the CFA Philippines Board of Trustees. Employment contract is for a minimum of two years, renewable at the discretion of the Board.

**Kindly send your comprehensive resume at [secretariat@cfap.cfasociety.org](mailto:secretariat@cfap.cfasociety.org). If you have any questions, please do not hesitate to send an email or contact us at +63 (927) 2556550 or +63 (2) 3971010 loc. 840.**