

## **Tunisian American Enterprise Fund is looking to recruit an Investment Analyst**

### **About the Tunisian American Enterprise Fund**

The **Tunisian American Enterprise Fund (TAEF)** was created in 2012 by the U.S Government as an independent fund with the objectives of expanding economic and employment opportunities in Tunisia, catalyzing investments, promoting private sector development, and supporting inclusive economic growth including SMEs and joint ventures with US and Tunisian participants.

Funded by the U.S. Agency for International Development at \$ 100 million, TAEF is committed to supporting micro, small and medium-sized enterprises in Tunisia. TAEF's investment approach is based on **"Smart Capital"** by adapting innovative financing mechanisms to the needs of Tunisian entrepreneurs for impact across many dimensions - social, geographic distribution, inclusion of women and of youth, governance practices, and value creation.

Learn more at <http://www.taefund.org>

### **Job Description**

We are looking for an Investment Analyst to join our Team in Tunis who will support TAEF investment team activity, sector analysis, investment advisory work in a diversified sectors as needed. As a member of the team, the candidate will actively contribute to a powerful intervention that has the potential for a significant positive impact on our investment in Tunisia.

### **Main Responsibilities**

- Provide support with the assessment of the overall investment activity of TAEF
- Perform industry, market research and sector analysis
- Support the investment team in developing transactions projects, through activities such as building financial models, drafting of investment memorandums, preparing power point decks, and support deal flow process.
- Create reporting templates and lead internal and external reporting requirements relating to ongoing work and the team's investment transaction pipeline.
- Prepare financial models including financial projections, business plans, company valuations and investment returns to support transaction execution.
- Assist the team in the business and operations follow up and monitoring post investment
- Maintain performance tracking metrics and IT system updated.
- Operationally support the team by anticipating and addressing needs as they arise.
- Frequent on-site visit with the investment Directors for sourcing, execution, and investments monitoring
- Preparation of the M&E plan reporting with the US team in Washington DC
- Assist to elaborate board presentations and annual & impact report.

## **Skills and Qualifications**

The ideal candidate will have the following skills and qualifications:

- ✓ Proficient in both English, French and Arabic (fluent English required)
- ✓ (2-3+ years) relevant experience in financial services industry is a must
- ✓ Excellent analytical ability and discipline, ability to think clearly and communicate effectively,
- ✓ Strong working knowledge of Excel and other Microsoft office applications
- ✓ Demonstrated ability to evolve as part of an entrepreneurial team and pro-active team player
- ✓ Highly self-driven senses of motivation with enthusiastic approach to learning for career growth
- ✓ Bachelor's degree with Business-related major, accounting or finance preferred.

### **How to apply**

Please, apply by sending your application and CV at:

[info@taefund.org](mailto:info@taefund.org)