

TAEF is looking to recruit **an Investment Manager for its SME investment platform** with the following responsibilities and qualifications.

Main Responsibilities

- Source and strengthen the pipeline of eligible investment transactions according to TAEF investment strategy.
- Perform deep review & analysis on potential deals based on financial profitability & development impact.
- Develop financial models to analyse investments, fund returns and investors performance.
- Perform market and strategic industry analysis.
- Lead the due diligence (financial, business, legal) work in relation with external firms.
- Lead the financial & legal closing of investments.
- Participate in strategic planning and budget processes of the portfolio companies.
- Ensure recovery & collection from portfolio companies.
- Identify technical assistance needs and support portfolio companies in implementation.
- Assist and monitor portfolio companies in their growth strategy / governance upgrade and business plans & performance follow up.
- Design and produce management reports and quarterly and annual forecasts.
- Maintain certain performance tracking metrics.
- Provide support to portfolio companies for debt and equity fundraising when required.
- Other duties as necessary.

Skills and Qualifications

- 3-5 years of experience in an investment firm/DFI organization/ investment bank/Strategy Consulting or Transaction Services.
- Graduate from Business or Engineering Schools. MBA and CFA are a plus.
- Solid skills in corporate finance, equity, debt and mezzanine transactions.
- Strong modelling skills, coupled with an understanding of financial reporting systems, procedures and controls.
- Advanced knowledge of Excel and Power Point and strong presentation skills.
- Fluent in English (oral & written).

Qualities

The successful candidate will be:

- Bright and flexible, with excellent analytical, strategic, and implementation skills.
- Results-oriented, with an ability to manage multiple projects simultaneously and expeditiously.
- Comfortable in a cooperative and collegial work environment.
- Able to both take direction and show initiative as appropriate.
- Proactive and high-energy with a hands-on approach to problem solving.
- A strong individual as well as a team player, capable of building effective internal and external relationships through appealing personal skills.
- Uncompromising with respect to quality in all regards.
- Good negotiation and communication skills.