

Job Advert: Investment Analyst

1. SUMMARY OF JOB POSITION

Job Title	Investment Analyst
Location of assignment	Lusaka (with occasional travel outside Lusaka)
Sector	Investment Services
Reports to	Investment Services Manager
Duration of contract	2 years

2. ABOUT PROSPERO

Prospero Limited supports private sector development and facilitates impact investment, transitioning growth-stage businesses across Zambia into viable recipients for impact capital. We focus on companies that will have an impact on the development of Zambia.


OUR KEY SERVICES INCLUDE:

- Strengthening innovative, inclusive, and environmentally sustainable business models
- Enterprise-led market development in key sectors of the Zambian economy
- Identifying and building capacity of high-growth potential businesses
- Developing innovative and impactful financing mechanisms
- Investment facilitation services

We are seeking a highly skilled business analyst specializing in financial and investment analysis to join our dynamic team. The Investment Analyst plays a pivotal role in implementing the investments' services annual strategy and approach toward inclusive economic growth in Zambia.

The successful candidate will play a crucial role in analyzing and optimizing our debt portfolio, providing valuable insights and recommendations to drive strategic decision-making. Further, supporting delivery of Investments strategy in terms of business engagement, identification and development of ambitious, integrated, and transformative interventions, recruitment of credible partners and oversight of overall implementation of initiative activities.

The job holder will also be responsible for evaluating potential investment opportunities including their availability and provide recommendations to Prospero.



The Investment Analyst will collaborate across Prospero initiatives/sectors to identify and implement initiatives wherever possible.

3. SPECIFIC CONTEXT OF THE ROLE

The specific context for this role is:

The job exists to perform the following major functions:

- To provide ongoing support to design of the Prospero Investment strategy
- Conduct financial analysis of companies, industries, and market trends.
- To effectively support delivery of the Prospero Investment strategy; and
- To support monitoring and administration of all investment deals and strategic partnerships.

4. SCOPE OF WORK

The specific duties of the position are as follows:

Investment Strategy and Delivery

- Support development and enhancement of the investment strategy strategies, budgets and workplans with technical proficiency.
- Support the management of investment portfolios by recommending asset allocations, diversification strategies, and investment strategies in line with Prospero's risk tolerances.
- Critically review and assess concepts, proposals, budgets, and partner capacity.
- Identify and work closely with consultants, as necessary, to support the implementation of interventions.
- Ensure that all interventions provide value for money and reach the maximum possible number of MSMEs.
- Conduct comprehensive due diligence on investment opportunities, including reviewing legal documents, conducting site visits, and assessing management teams.

Partner Engagement

- Be active in development, engagement, relationship building and management of potential partners that are critical to delivering the Prospero Investment strategy.
- Continually stay abreast of project implementation and progress, helping to creatively troubleshoot issues as (and before) they arise to ensure partner momentum.
- Support partners with development of concept notes, project proposals, budgets, workplans and implementation.
- Assess the risks associated with potential investments, including financial risk, operational risk, regulatory risk, and market risk.
- Where necessary, identify gaps in partner capacity that would be benefit from extra support and develop appropriate technical assistant.

- In conjunction with M&E, ensure all regular reporting is completed and submitted accurately and on time.

Stakeholder Coordination

- Engage, coordinate and, where possible, identify opportunities for collaboration (such as with stakeholders (including donor projects, investors, accelerators, and business membership organisations) working with Prospero.
- When necessary, proficiently speak about Prospero in meetings, events, or workshops.
- Maintain and build Prospero credibility and reputation within relevant sectors.

Administration and Internal Coordination

- Administrative duties including preparation for Investment committee, Board, and team meetings.
- Administrative duties related to implementation of chosen interventions and activities (TOR development, development of concepts/proposals, organisation of workshops/trainings, due diligence support, etc.)
- Support the gathering of information and communication assets (stories, photographs, etc.) from the earliest stages of interventions.
- Support the file archive management to ensure all documents are accessible to Prospero team.
- Maintain open communication with the Prospero sector team and create a positive atmosphere among the team.

Additional responsibilities as required in support of Prospero's work:

- Cover for colleagues who are on leave or absent where relevant.
- Duty to report any suspicion of fraud or unethical activity.
- Any other tasks as requested by the line manager.


5. REQUIRED/DESIRABLE EXPERIENCE

Education

The ideal candidate will have a relevant university degree preferable in Finance, Business, Accounting, Mathematics, Statistics or Economics. An investment, risk, credit-related certification will be an added advantage or equivalent sector work experience.

Experience

The ideal candidate will have a minimum of 4 years of experience working with MSMEs, private sector, debt, and credit management.

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- Proven experience as a Business Analyst with a focus on financial analysis and debt portfolios.
 - Strong proficiency in financial modeling, data analysis, and statistical techniques.

Job Competencies

- Familiarity with impact investment and basic principles of investments and finance for SMEs and how this relates to private sector development.
- Strong familiarity with climate change, and climate finance is an added advantage.
- Strong ability with Microsoft Office software (especially Word, Excel, and PowerPoint)
- Familiarity with relevant software and tools (e.g., Excel, SQL, Python, Tableau).
- Integrate impact investment principles into the financial and business analysis process.
- Conduct comprehensive financial analyses of the debt portfolio, identifying trends, risks, and opportunities.
- Strong proficiency in financial modeling, data analysis, and statistical techniques.
- Ability to independently strategize and develop detailed strategies/work plans/budgets to achieve objectives.
- Attention to detail and focus on quality delivery and achieving deadlines.
- Develop financial models to forecast portfolio performance under different scenarios.
- Assess the risk profile of the debt portfolio and develop strategies to mitigate potential risks.
- Stay informed about industry trends and regulatory changes impacting the debt market.
- Ability to work collaboratively in a cross-functional team environment.

Additional personal attributes are also key:

- Organisation
- Efficiency
- Time cautious
- Business oriented
- Creativity and critical thinking
- Teamwork
- Emotional intelligence
- Ability to maintain confidentiality
- Professionalism
- Able to work under pressure
- Work under minimum supervision
- Excellent communication and presentation skills
- Strong attention to detail and problem-solving
- High ethical and moral value

6. APPLICATION GUIDELINES

We invite all interested candidates to submit the following documents:

- Curriculum Vitae (CV)
- Letter of Motivation outlining how your experience, skills, and professional networks align with this job description. Clearly state your expected remuneration in your letter.

Please submit your application to recruitment@prospero.co.zm by **February 23rd, 2024**.

Clearly state, **Investment Analyst** in the subject line.

Please note that only shortlisted candidates will be contacted.

Prospero is an equal opportunity and affirmative action employer.