IDF CAPITAL

VACANCY	Investment Associate
ROLE OVERVIEW	Conduct In-depth analytics, build a robust pipeline of prospective projects for venture capital and private equity transactions. Be able to apply a range of equity and quasi equity instruments for investment structuring; in addition to applying various valuation methodologies. Execute transactions to contribute towards sustainable asset growth through approvals, commitments and disbursements, and leading on all value creation activities.

RESPONSIBILITIES	**Deal Origination**
	• Build network of industry partners for deal sourcing.
	• Undertake screening and entrepreneurial assessments.
	• Assess commercial viability for applications.
	• Conduct fundamental and technical analysis for the investments to be presented to the Screening IC.
	• Ensure the collection of documentation and stages of investment are completed.
	• Provide financial analysis, financial modelling and investment structuring.
	
	Deal Making
	• Conduct financial modelling, valuations, negotiations, due diligence exercises (including site visits), and structuring using a range of instruments.
	• Prepare investment reports for presentation to internal and external investment committee members;
	• Develop 100 day plans and assist with implementation thereof;
	• Conduct site visits and client interface/Interviews.
	• Manage and liaise with various business support service providers used by the Company from time to time, including legal, financial and any other specialist advisors for pre and post investment support.
	• Conducting internally focused functions from time to time including:
	  ○ Administrative and financial/accounting functions (including matters related to the year-end audit and accounting for underlying Fund investments)
	  ○ Reporting for our investee companies.
	  ○ Preparations for and reporting to the various stakeholders of IDF Capital et al.
	• Evaluate and review deal-flow and project pipeline against investment strategy, risk budget and other investment criteria on an ongoing basis to ensure optimal and timely investment and performance.
	• Perform and deliver financial, commercial, risk, tax and legal due diligences on projects and recommend appropriate course of action.
	• Assess and present performance of the Fund’s investment and measure against appropriate benchmarks.

	General Portfolio and Risk Management General portfolio management comprises mainly of activities that enhances our monitoring efforts which includes: • Collection of monthly management accounts, ESG, and Impact performance; and analysis of thereof. • Implement ESG and Gender Lens Investing principles in investee companies. • Regular site visit to all clients with a target of at least one visit a quarter to conduct informed post investment monitoring. • Attending board meetings of portfolio companies and assist in decision making at board level. • Implementing corporate governance disciplines in investee companies. • Quarterly reporting to advisory committee on the general health of investments in the portfolio. • Regularly assess and survey clients to monitor compliance to legal agreements including issues of corporate governance. • Ensure that portfolio companies meet their financial obligations on a monthly basis • Early identification / flagging of potential areas of non-compliance and defaulting clients. • Conduct early interventions to minimize portfolio risk. • Maintain lessons learnt record in respect of investments that have failed. • Maximizing the financial and social returns of our investment. • Ensuring growth and sustainability of our portfolio companies. • Reduction of impairments and write-offs. **Value creation** • Clear articulation of the value creation statement in the approval report. • Perform quantitative and qualitative due diligence alongside our investment team on potential equity and debt opportunities. • Support management teams in identifying, developing and executing strategic and operational value creation initiatives in our portfolio companies. • Work with portfolio company management and investment team to assess the operational maturity of existing and potential portfolio companies in order to identify areas of improvement. • Develop and align value creation opportunities with management and take ownership of the initiation, planning, implementation and monitoring of the execution. • Prioritize opportunities and key value drivers. • Actively engage with portfolio companies. • Drive the identification and implementation of value creation opportunities within portfolio companies. • Plan for exits. • Review and report regularly.
FORMAL EDUCATION	• B. Com (Accounting, Marketing, Economics and Finance majors preferred) • CFA and other postgraduate studies will be an added advantage.
KNOWLEDGE	• Strong Financial modelling, business writing skills and presentation skills • Application of valuation methodologies, financial statements analysis, and good accounting practices. • Exposure to various types of agreements/contracts. • Strong knowledge of quantitative analysis.

	• Good working knowledge of key commercial statutes and regulation (Tax, Companies Act) will be an advantage. • Applied understanding of finance principles, knowledge of Financial instruments is key.
EXPERIENCE	• Minimum 2 years of appropriate experience in the Small to Mid-Cap investment sector. • Demonstrate track record of originating, structuring and closing of Small to Medium sized transactions (have a deal sheet) • Experience in Valuations and Exits will be an advantage. • Previous experience in a similar position will be an advantage. • Strong Excel, Word and PowerPoint skills.
COGNITIVE COMPETENCIES	• A methodical approach to work. • Analytical Thinking & Attention to Detail (includes accuracy) • Ability to think laterally. • Evaluative Judgement and Decision-Making. • Problem Solving.
INTRAPERSONAL COMPETENCIES	• Ethical Behaviour/Honesty/Transparency/Modelling of Values. • Excellence Orientation. • Flexibility/Adapting to changing circumstances in a dynamic environment. • Personal Growth Orientation/Motivation to Learn/ Learning Agility. • Resilience/Perseverance/Stress Management. • Results & Solution Focused (Drive, Energy & Follow Through) • Self- Management (Planning, Prioritising & Time Management) • Accountability. • Visibility & Impact.
INTERPERSONAL COMPETENCIES	• Building Strategic Partnerships/Networking. • Communication. (Ability to articulate technical solutions for various audiences) • Customer Service Orientation/Client Focus (Internal and External) • Influence, Persuasion and Negotiation (Including Conflict Management) • Knowledge Sharing (includes Information Management) • Managing Diversity. • Organisational Awareness. • Relationship Building, Listening, Interpersonal Sensitivity. • Cross functional and Inter-disciplinary awareness and collaboration. • Teamwork.

Interested applicants are invited to submit their CVs to esme@idf.co.za