

JOB PROFILE

1. POSITION DETAIL

JOB	Post Investment Monitoring Associate	
JOB TITLE: NAMING CONVENTION	PIM Associate	
GROUP	IDF Capital	
EMPLOYMENT STATUS	Permanent	
LOCATION	Illovo	
KEY PURPOSE OF THIS JOB		
<p>Portfolio Management: Portfolio and risk management, restructuring of investments as well as implementation of business support interventions. To monitor risk issues identified during due diligence. Monitor compliance to conditions of the finance facility per legal agreements.</p> <p>Reporting and Stakeholder Management: Manage regular reporting to IDF Management, investors and advisory boards along with co-support of investee companies with stakeholders.</p> <p>Post Investment Value Add Design, collaborate and supervise comprehensive value-added plans for long term debt transactions.</p>		
POSITION IN THE ORGANISATION		
1st LINE MANAGER	Investment Manager	
THIS POSITION	PIM Associate	
SUBORDINATES	Credit Administrator	

2. POSITION DESCRIPTION: OUTPUT

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION	TIME
<p>General Portfolio and Risk Management</p> <p>General portfolio management comprising mainly of activities that enhances monitoring efforts which includes:</p> <ul style="list-style-type: none"> • Collection of monthly management accounts and financial analysis of performance and financial position data • Regular site visits 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 as and when required • 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 • Ensure that portfolio companies do not breach their contractual obligations, that could significantly affect their solvency and liquidity • Perform predictive analysis portfolio companies on the foreseen performance of the fund • 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 • Maximizing the financial and social returns of our investment • Ensuring growth and sustainability of our portfolio companies • Manage objective of minimum impairments and write-offs 	<p>45%</p>
<p>Reporting and Stakeholder Management</p> <ul style="list-style-type: none"> • Management of regular portfolio reports to investors and fund advisory boards. • Management of stakeholder (investors) engagements on investee companies. • Ensure that fund reports comply with the investment mandates and applicable regulations. 	<p>20%</p>

<p>Restructuring of investments</p> <ul style="list-style-type: none"> • Early identification, recommendations, initiation of corrective actions of non-compliance (legal, credit control, corporate governance, operational, financial) to prevent/support deterioration of businesses and in mitigating of their business risks • Utilizing the services of turnaround mentors and business re-engineers together with the investee companies to compile turnaround sustainable strategies and be an integral part of the implementation of these strategies within acceptable time frames • Compiling comprehensive post investment turnaround reports to achieve the restructuring objectives • Recommending solutions in respect of defaulting clients and compiling reports that effect the transfer of the investment to the Legal Department for litigation only after reasonable intervention has failed to produce the desired outcome • Compiling comprehensive post-investment reports on failed investments. 	25%
<p>Team Support</p> <ul style="list-style-type: none"> • Support team of administrators, analysts, and associates • Instil and maintain high standard of outputs • Develop work plans and allocation of tasks • Performance Management • Oversee personal development • Recruitment • Mentorship/Training and development • Ensure team-work and strong communication 	10%
Total Time Allocation	100%

3. JOB EVALUATION CRITERIA: INPUT

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • B. Com (Accounting, Marketing, Economics and Finance majors preferred) • CA (SA) or other postgraduate studies will be an added advantage
KNOWLEDGE	<ul style="list-style-type: none"> • Familiarity with types of agreements/contracts • Financial statements analysis, and understanding of good accounting practice • Familiarity with unique disciplines of identifying and closing transactions. • Good knowledge of SME investment sector will be an advantage • Good working knowledge of key commercial statutes and regulation (Tax, Companies Act etc.). • Applied understanding of finance principles, knowledge of financial instruments
EXPERIENCE	<ul style="list-style-type: none"> • 3-5 years of appropriate experience in fund management or credit environment • Experience in investment / credit post investment management • SME finance or corporate finance experience • Experience in portfolio management will be an advantage • Previous experience in a similar position will be an advantage • Advanced Excel, Word and PowerPoint skills

B) COMPETENCIES
COGNITIVE COMPETENCIES
<ul style="list-style-type: none"> • A methodical approach to work • Analytical thinking, accuracy & attention to detail • Ability to think laterally • Evaluative judgement and decision-making • Problem Solving

INTRAPERSONAL COMPETENCIES
<ul style="list-style-type: none"> • Ethical behaviour/honesty/transparency/modelling of values • Excellence driven • Flexibility/adapting to changing circumstances in a dynamic environment • Personal growth oriented/motivation to learn/ learning agility • Ability to work under pressure • Resilience/perseverance/stress management • Results & solution focused (drive, energy & followthrough) • Self-management (planning, prioritising & time management) • Accountability • Visibility & impact

INTERPERSONAL COMPETENCIES

- Building strategic partnerships /networking
- General communication.
- Ability to articulate technical solutions to various audiences
- Customer centric (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
- Teamwork
- Collaboration

PROFESSIONAL/TECHNICAL COMPETENCIES

- Credit risk analysis and deal structuring
- Performing detailed analysis of investments:
 - Commercial analysis
 - Financial modelling and analysis
 - Risk and market/institutional analysis
- Investee company business growth and value add

4. OTHER SPECIAL REQUIREMENTS

- Travel required