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| **JOB DESCRIPTION & KEY PERFORMANCE INDICATORS (KPIs)** |
| **JOB TITLE** | **Country Manager/ Investment Banking** | **DEPARTMENT** | **Principal Investment** |
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| **REPORT TO** | **CEO** | **GRADE LEVEL** |  |
| **JOB DESCRIPTION:**  |
| **Job Summary & Responsibilities*** Management of overall daily operations and creating budgets.
* Source proprietary investment opportunities, generate advisory deals and create an investment deal flow pipeline.
* Must be willing to shuttle between Sierra Leone and Liberia when necessary.
* Provide hands-on leadership for all aspects of investment activity—from origination to exit—with the goal of investing a specified amount of capital (specified by management from HQ) annually into high-quality opportunities.
* Validate the business opportunity, establish an investment case, and structure and negotiate terms for potential investments.
* Ability to serve as a country manager and double back as an investment banker.
* Develop and submit weekly, monthly, or quarterly performance and progress reports to company headquarters.
* **Develop operational plans for the Sierra Leone and Liberian branches**
* Responsible for building the company’s brand presence in Sierra Leone and Liberia
* Generation of progress reports which would be submitted to superiors in the company’s headquarters (Lagos, Nigeria).
* Overseeing staff recruitment, training development, scheduling, and ongoing professional development of employees.
* Track record of generating and closing deals within the Energy and Infrastructure sector across the regions.
* Work with and support portfolio companies, including attending board meetings and monitoring performance to ensure returns and strategic objectives are achieved.
* Develop a complete understanding of an emerging company by evaluating its market opportunity, competition, product, sales and growth, operations, financial statements and projections, management strength, equity needs, and capital structure.
* Establish and maintain great relationships with entrepreneurs, potential investors and other venture capital funds.
* Responsible for building an investment team comprised of a team of analysts with sector focus on energy and infrastructure. The country manager will also be responsible for building and managing portfolio and realizing attractive exit opportunities.
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| **REQUIRED SKILLS*** Ability to plot a new, faster-growth course for the partner /portfolio companies we invest in. He/She must also be able to combine **strategic and systems thinking** as well as build **strategic alignment and commitment.**
* Highly developed analytical skills with ability to define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solutions in support of specified goals; attention to detail is critical.
* Strong organization skills with a problem-solving attitude
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|  | ***Essential*** | ***Desirable*** |  |
| **Education Qualification** | A minimum of 12 years of experience including significant experience at a top-tier venture capital firm, or major venture capital group, with a deep understanding of the early-stage venture capital space management in an international business setting.* Finance/Accounting degree. Master’s degree, MBA or ACCA/ICAN other relevant fields, strongly preferred

Significant experience in the finance and marketing fields strongly preferred |   | Proven experience from sourcing to exiting investments, including deal analysis, due diligence, reviewing and negotiating all documentation, serving as deal interface, and driving deal processes to completion.  |
| **Certification**  | Relevant professional qualifications. |  |  |