



AMANI PARTNERS

Kenya | Uganda | British Virgin Islands

## Job Description – Project Analyst

<b>Title</b>	Project Analyst
<b>Location</b>	East Africa (Nairobi, Kenya; Kampala, Uganda, Other)
<b>Pay</b>	Competitive (Depends on Capability, Not Experience) Salary Range (TBD)
<b>Benefits</b>	Vacation Leave
<b>Reports To</b>	Corporate Advisory Manager
<b>Travel</b>	Less than 50%
<b>Employment Type</b>	Consultant
<b>Start Date</b>	Within 6 Weeks of Offer
<b>Schedule</b>	Monday thru Friday 8am to 5pm Guideline, Flexible

### About Amani Partners

Amani Partners is a boutique corporate and investment advisory firm covering the Eastern Africa market using a ‘boots on the ground’ relationship advisory approach. We offer four distinct services: Corporate Advisory, Shari’ah Advisory, Trade Advisory, and Asset Management. We are domiciled in (Ebene) Mauritius with offices in Kampala, Nairobi, and a partner office in New York. Our aim in the market is to provide bespoke professional advisory services to SMEs, Corporates, HNIs, and Investors who desire greater value in understanding how to manage their assets. A key service we offer is developing financial products that fit the landscape of Eastern Africa.

In terms of industry and sector, we are agnostic, working with firms from infrastructure and renewables to commodities and corporate debt to manufacturing and technology. We can raise capital for FI’s (Financial Institutions) and we offer additional capital raising services, targeting larger deal sizes, with strong management teams, proper governance, and solid cash flows. Our financial solutions include: trade products (trade receivables discounting), working capital, senior secured debt, mezzanine, equity, and off-shoring solutions (corporate entities and trusts). One of our keys to delivering services here is our strong relationship based methodology, working together with clients to solve their challenges operating in the regulatory and commercial environment of Eastern Africa. We are fully versed in how business operates on the ground in this regulatory space. Just as significantly, we bring to the table a solid network of partners – capital providers, EPC’s, financial professionals, legal, and assurance, among others - interested in being a part of the growth story of Eastern Africa.

### About Your Role & Responsibilities

As a Project Analyst with Amani Partners, your role is both internal and external facing working with project teams and clients simultaneously. The Project Analyst must have superior analytical and interpersonal skillsets in order to manage and communicate on the spot the interests of the company and also reflect the needs of the client or project. This is a challenging role, as it balances many interests, with the goal of managing relationships and projects to the benefit of the company.

The duties of the Project Analyst will include, but are not be limited to:

1. Carry out project activities including understanding and mapping project needs, conducting market



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- analysis, developing proposals, writing business plans, creating business models, developing financial models, communicating in presentation format, among all other project activities required to complete a project;
2. Coordinate project activities with other key team members, communicating project status, direction of project activities, requirements for the entire project, budget tracking, financial forecasting, and any other related project coordinating activities;
  3. Implement project contracts on behalf of Amani Partners, including contract compliance, client (external) communications, internal (company) communications, visioning, planning, scoping, and delivering outcomes; in addition, overseeing the Project Management life-cycle including project planning, meeting project deadlines, designing and executing contracts, project documentation, project tendering process, and reporting;
  4. Project monitoring of KPIs, produce variance reports to track progress, conduct project evaluation;
  5. Plan cost-effective operations and market development activities, communicating, both internally and externally, the company's interest to maintain the highest possible professional standards in performance; this will be done with the lowest appropriate price for the client while maintaining a level of profitability to ensure the viability of the firm and its continued performance;
  6. Liaise and communicate on a regular basis with project teams and stakeholders including notification of project challenges and anomalies, project analysis, and overarching key project trends;
  7. Represent the company to both internal and external stakeholders including existing and potential clients, and existing and potential new investors;
  8. Build and manage long term, trusting relationships with existing and potential vendors, including clients such as shareholders/owners, directors, business partners, executive management, and regulatory authorities;
  9. Develop and monitor a secure and digitized client or project information filing system;
  10. Conduct research and analysis on various markets, customers, macroeconomics, business performance, and any other related research activity to drive value to a client or project;
  11. Develop and write proposals, concept papers, grants, external communications, investment teasers investment memorandums, business plans, or any other document required to secure business or further a client's or project's needs.
  12. Develop and assist in building business and financial models, financial statements, financial documents, and/or disparate concepts in order make sense of them to better deliver services to clients;
  13. Develop performance targets (i.e. KPI's) on a regular basis with your project or team;
  14. Report to the Corporate Advisory Manager on a regular basis the performance on all KPI's;
  15. Analyze problematic external situations and occurrences and provide solutions to ensure company survival, growth, and limited reputational risk; ensure the company deals effectively with risk management;
  16. Maintain the strictest levels of confidentiality and non-disclosure to support and secure the reputation of Amani Partners' Corporate Advisors on the market;
  17. Perform such other duties, functions, or activities as delegated by the Corporate Advisory Manager.

### **Desired Qualifications, Knowledge, Skills, Abilities, and Education**

- + Experience working in other countries and cultures other than your own is a must;
- + Min 5 years of work experience in Project Management for large projects (including Infrastructure, Energy, etc.), International Finance, Economics, Development Finance, or Investment Management;
- + Bachelor's Degree in Business Administration or Project Management a plus;
- + Demonstrated leadership in a project;
- + Broad network of business contacts and strong relationship building skills;
- + Strong and demonstrated quantitative and analytical skills;



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- + Strong orientation to detail and accuracy; excellent organizational and time management skills;
- + Excellent project management skills, including multi-stakeholder projects;
- + Outstanding writing and communication skills;
- + Excellent presentation and listening skills;
- + High level of intellectual curiosity and ability to think critically;
- + Exceptionally proactive and open to new challenges;
- + Outstanding interpersonal skills with the ability to be flexible and adaptable;
- + Demonstrated ability to be a self-starter, multi-task, and work well both independently and as a member of a team;
- + Comfortable and highly capable with Microsoft Excel, analyzing large amounts of data;
- + Familiar with MS Word, PowerPoint, Outlook & other cloud based systems for records management;
- + Ability to work well under pressure and within a small team;
- + Able to travel as needed (<50%);
- + Experience living and working in Africa; knowledge of African social, economic and political contexts would be an asset.

### Conditions of Employment

1. Legal ability to work in country;
2. Ability to travel when needed;
3. Ability to think “outside the box” while maintaining fundamentals of investment finance, that is innovation without compromising integrity;
4. Understand own values with alignment to Amani Partners’ core values;
5. Flexibility;
6. Ability to prioritize according to Company needs (and not your own);
7. Professional time management and standards of communication;
8. Ability to ask for help, to apologize, and to communicate if you do not know a subject matter or topic;
9. Ability to admit wrong and take responsibility for actions taken;
10. Ability to find solutions or accomplish tasks with little information and no guidance.
11. Maintain confidentiality of all information and ensure ethical standards of doing business remain a top priority.
12. Complete all work in a timely and accurate manner while proactively communicating with your team.
13. Execute all deliverables to the highest standards of quality and accuracy using an international standard of work ethic.

### To Apply

Please send the following documents to [info@amani-partners.com](mailto:info@amani-partners.com) no later than October 30, 2021 with the subject line “*Application – Amani Partners Project Analyst?*”:

1. **Cover Letter** – please be explicit in who you are, what you are looking for, and what you can bring to the table;
2. **CV** – use an EU format;
3. **Writing Sample** – Analytical Paper, Article, Proposal/Grant Written, or Investment Memo;
4. **Other Work Sample** – Business Model, Pitch Presentation, or other related sample.

All applications will be considered on a rolling basis.