



AMANI PARTNERS

Kenya | Uganda | British Virgin Islands

Job Description – Portfolio Manager

Title	Portfolio Manager
Location	East Africa (Ebene, Mauritius; Nairobi, Kenya; Kampala, Uganda, Other)
Pay	Competitive (Depends on Capability, Not Experience) Salary Range (TBD)
Benefits	Full Medical, Flight, Life Insurance (RSP), Vacation Days
Reports To	Managing Partner
Travel	Less than 60%
Employment Type	Employee
Start Date	Within 8 Weeks of Offer
Schedule	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 Portfolio Manager with Amani Partners, your role is to assist senior management in overseeing, executing, managing, and safeguarding investment assets. You will be responsible and have complete accountability for all phases of investment life-cycles on the various Funds managed by the Company. On a day-to-day basis you will communicate with your team and external stakeholders such as investors and potential clients; you will identify and resolve difficult issues, develop and hire a strong team, develop and manage operating budgets, make decisions to execute investments, and build team morale and skillsets for improved coordination. The Portfolio Manager may delegate their responsibilities to various operational divisions or departments within the firm, provided that they maintain accountability for those activities and keeps the Managing Partner informed on a regular basis.



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The duties of the Portfolio Manager will include, but will not be limited to:

1. Provide leadership to personnel, clients, and investment assets;
2. Build an effective investment management team including recruiting, hiring, retaining, and training;
3. Develop and execute the company's business strategies and vision with support from the Managing Partner;
4. 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;
5. Build long term, trusting relationships with clients, business partners, regulatory authorities, and other stakeholders related to the funds under management;
6. Develop, train, and monitor an Origination program with the support of the Managing Partner;
7. Oversee the firm's investment portfolio performance, projects, and other business ventures including understanding investments and finances of each:
 - a. Develop, review and prepare a final presentation to the Managing Partner for the annual budget, including the projected income, the anticipated expenses, and sources and applications of funds (including capital acquisitions, decrease of liabilities, working capital requirements, etc.). Provide, as part of that presentation a three to five year pro forma by quarter estimating revenues, expenses, sources, and use of funds including investment projects;
 - b. Conduct Portfolio Analysis and establish benchmarks for Portfolio metrics;
 - c. Provide investment portfolio and project reports to the Managing Partner and to other Partners on a regular basis with respect to any variances between actual results and planned results;
 - d. Participate in a Products & Services Committee that will determine pricing and payment schedules to follow with clients;
 - e. Develop and implement post-investment programs to ensure portfolio performance;
 - f. Use technology in portfolio management to support increased transparency and efficiency in reporting;
8. Develop and implement a Technical Assistance program with the support of the Managing Partner;
9. Analyze, Review, and Interpret financial statements, financial projections, earnings projections, market analysis, industry and market trends, and any other associated industry data to support the proper implementation of resources in managing assets for the firm;
10. Develop and market investment prospectus' for individual transactions, aggregated transactions, or other financial products;
11. Develop and monitor a risk management program to address portfolio requirements and overall firm needs;
12. Review and improve existing or needed processes including the overall approach where necessary;
13. Determine if any standing or ad hoc committees are necessary to assist in carrying out any of the functions of the company and support in establishing and overseeing these committees;
14. Supervise the work of your team providing guidance and motivation to drive maximum performance;
15. Ensure a positive work environment for your team;
16. Ensure performance appraisal, training and professional development activities exist for your team;
17. Reward performance of your team, prevent issues from impacting the company, and resolve any problems that may have a material impact on the company;
18. Analyze problematic external situations and occurrences and recommend solutions to ensure company survival, growth, and limited reputational risk; ensure the company deals effectively with risk management by supporting in the development of a risk mitigation plan;
19. Perform such other duties, functions, or activities as delegated by the Managing Partner of the firm.



Desired Qualifications, Knowledge, Skills, Abilities, and Education

- + Experience working in other countries and cultures other than your own is a must;
- + Min 8 years of work experience in International Finance, Economics, Development Finance, or Investment Management environment with significant experience in International Capital Markets, Mezzanine, Private Equity, Venture Capital;
- + Master's Degree in Business Administration (MBA) preferred, a Certified Chartered Analyst (CFA) a plus;
- + Demonstrated leadership in a previous Investment Management role;
- + Broad network of investment and business professionals and strong relationship building skills;
- + Experience managing and developing a team; including problem solving and ability to keep calm and efficient while under pressure and in a crisis;
- + Strong and demonstrated quantitative and analytical skills, particularly in mathematics and statistics;
- + 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;
- + In depth knowledge of market changes and forces that influence the market;
- + Familiarity with corporate law and international management best practice;
- + Ability to work well under pressure and within a small team;
- + Able to travel as needed (<60%);
- + 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. Global standard time management along with global standard 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



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standard of work ethic.

To Apply

Please send the following documents to info@amani-partners.com no later than August 30, 2021 with the subject line “*Application – Amani Partners Portfolio Manager*”:

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 international/EU format;
3. **Writing Sample** – Analytical Paper, Article, or Proposal/Grant Written;
4. **Other Work Sample** – Annual Report, Letter to a potential Partner, or other related sample.

All applications will be considered on a rolling basis.

