



Designation	Associate Director
Department	Investment
Reporting To	CIO/Director
Location	Cairo, Egypt
Direct Reports	Investment VPs/ Associates/Analysts

### **Role Purpose:**

The Associate Director at TSFE will be responsible for assisting the CIO and/or Sub-fund CEO in developing and overseeing the fund's investment vision and delivering the investment strategy in the target sector and assigned portfolios.

The Associate Director will be designing a detailed plan in line with the fund strategy and ensure its implementation by overseeing the work of Investment team members comprising of vice presidents and associates and analysts. Additionally, it is the duty of the Associate Director to monitor the Associates and Analysts, define their KRAs and KPIs, and mentor their development.

The Associate Director would also network with potential buyers, sellers, and investors, develop positive relationships with them and handle the deal and process-related requests.

### **Roles & Responsibilities:**

#### **1.Strategic / Financial**

- Participate in the development of the overall investment strategy
- Participate in and support the Fund vision and objectives for the fund and develop a detailed plan to drive the short-term and long-term investment views in the target sectors.
- Support in developing and monitoring the funds' investments maintaining an optimal balance between risk and returns and ensuring the sub-fund is maintaining high-performance standards.
- Ensure that the fund's investment weightage is in line with various market indices.
- To implement the developed deal flow and investment pipeline in line with the investment strategy keeping in mind all the required TSFE guidelines and implementing the same post-CIO review.
- Review and structure prospective investments with the sub-fund CEOs and investment teams and create the building business case for investments in new areas.
- Collaborate with other Associate Directors and investment teams to understand the overall portfolio strategy and how various sub-funds are operating and how the portfolio can be aligned for optimum risk and return.

#### **2.Operations**

- Execute a comprehensive and sustainable investment process emulating the fund's vision that motivates the investment teams to produce strong ideas.
- Monitor a framework on how to propose new investments, their structure, action plan, and post-investment management processes to monitor and help companies grow.
- Ensure that the fund investment performance is monitored and reported on an ongoing basis and these reports are audited and accurately represented.

- Aid the CIO and/or Sub-fund CEO(s) in managing the performance of companies that the fund has invested in through aligned financial and strategic KPIs and targets ensuring the cost and budget delivery limitations of the fund.
- Study the ideas generated by investment associates and propose changes and new investments or divestments to ensure maximum returns balanced with optimal risk are achieved for the fund.
- Organize regular investment reports and reviews on various new trends and changing global and local environments in the target sectors.
- Ensure the funds' investments and procedures are in line with TSFE's financial risk and governance framework and diligently implement these requirements.
- Assist the CIO and Sub-fund CEO(s) in overseeing financial, commercial, risk, tax, and legal due diligence on the investment of the sub-fund.
- Ensure that investment and portfolio performance is routinely assessed and that reports are prepared on a timely basis.
- Establish and maintain strong relationships with portfolio companies. Ensuring access to management and data as appropriate.

### **3. Customers (Internal / External)**

- Serve as the fund's investment representative and showcase expertise in all aspects of investment management from deal flow to execution of the fund and the sectors it operates in.
- Communicate with Sub Fund CEO and CIO to understand their requirements and translate them into achievable tasks.
- Communicate with potential buyers, sellers, and investors, and handle deal and process-related requests.
- Develop relationships with new potential investors/partners.
- Collaborate and share market views with other sub fund CEOs and aid CIO in the overall fund strategy.

### **4. People Nurturing**

- Work closely with sub fund investment team consisting of associates and analysts. Provide them with developmental feedback and mentor them in various aspects of investment management to help them in their growth.
- Be aware of development needs of the direct reports and prepare them for all the contingency situations that may arise in his/her absence
- Mentor Investment associates and help them gain expertise in the investment business.
- Empower his/her team and ensure that they are high performers on execution, diligence, and risk management.

### **Education, Qualification & Work Experience**

- A bachelor's degree in business or finance.
- 12+ years of experience (including experience in senior management) including senior-level experience as a principal investor/investment manager / at a leading investment bank or private equity firm.
- Relevant management experience and expertise in targeted sectors are required.
- Prior experience should include knowledge of finance, banking, capital markets, and business planning/development.