



PORTFOLIO MANAGER



Looking to join a highly professional team operating throughout Sub-Saharan Africa?



About the Company

Norsad Finance is an impact investor and private credit provider that offers flexible debt financing solutions to profitable growth-stage companies in Africa that delivers desirable social impact. Norsad's investment coverage is Sub-Saharan Africa, and its principal coverage area is the Southern Africa region. Norsad is sector agnostic and has been operating in Southern Africa for more than 30 years offering a range of investment products.

It seeks only the brightest minds in their journey of continual growth towards excellence.

About the Opportunity

This is an exciting opportunity to work in an environment where you will be given an unprecedented amount of strategic and operational responsibility. It is truly a unique opportunity for someone who has already proved their brilliance, to further stretch themselves and prove their mastery in an extremely rewarding environment.

An opportunity to learn and transact in the private credit impact investment space, and to work for an entity that is on a growth trajectory. To be part of an agile organization that operates in Sub-Saharan Africa.

The Portfolio Manager reports to the Portfolio & Risk Director and is a team member of Portfolio and Risk. The Portfolio function has the primary responsibility of managing investments funded by Norsad Finance. Portfolio & Risk is responsible for the monitoring, administration, evaluation and supervision of investments. The Portfolio Manager will use innovative ideas and techniques in monitoring and supervision duties and working closely with investment professionals in deal origination and risk assessment where required.

Key Tasks and Responsibilities:

Investment Operations

- Lead portfolio representation on investment activities including screening, post disbursement monitoring activities, management, monitoring and perfection of securities for active investments
- Support the investment team in the preparation of legal documentation, including loan agreements, legal opinions, and the verification of conditions precedent documents prior to disbursements
- Develop and enhance transaction specific covenants which provide forward looking indicators
- The Portfolio Manager will develop and maintain a positive and professional relationship with portfolio companies and business partners (which include third party lenders, attorneys and other external parties) and any other key stakeholders

Portfolio and Risk Management

- Execute risk management of existing investments including review, turn around management including but not limited to conducting site inspections, appraisal reviews, financial analysis, restructuring and workouts and legal action where required, in order to minimise portfolio losses and maximise recoveries
- Responsible for the ongoing risk management of the credit portfolio, including developing a relationship with borrowers and conducting regular loan monitoring reviews

- Manage portfolio accounts - monitor performance and covenant compliance, prepare periodic/ annual reviews, examine amendments and waiver requests, provide performance updates to management, identify and act on warning signals, and lead portfolio quality reviews
- Conducting site visits to investee companies within the Southern African region with a view of minimising risk and continuous improvement of quality portfolio in accordance with Credit policies and procedures
- Ensure portfolio maintenance and compliance of security to required standards
- Quarterly stress testing and monitoring of the approved Risk Appetite for Norsad Finance
- Responsibility for effective credit grading tool and quarterly review and approval
- Responsibility for portfolio related audit and governance programs and portfolio input on treasury related activities
- Direct input on policy reviews and policy formulations and responsibility for gap analysis and compliance tracking of policies and procedures
- Participate and initiate projects and activities to support and improve enterprise risk management
- Where applicable and required assume board observer seat positions in portfolio companies and monitor portfolio company activities
- Execute portfolio duties in accordance to risk management policies and procedures

Reporting

- Responsible for reporting on the overall portfolio, including and not limited to assessing asset quality, stress testing, industry and market analysis, asset allocation, reserves and non-performing loan analysis
- Preparing relevant reports for portfolio governance, which include and not limited to risk management updates, completions reports, write off requests, investments updates
- Proactive and responsibilities for credit issues reporting and extraction of regular MI for management dashboard reporting
- Full accountability for biannual comprehensive Portfolio Quality Review
- Product owner for portfolio management system and portfolio management tools
- Provide oversight on portfolio ESG risks and contribute to company impact reporting
- Lead IFRS9 expected credit loss determination

Management and Leadership

- Lead and manage the portfolio risk team of Analysts and Interns (where applicable)
- Promote risk and values driven culture within the team

General Duties

- Portfolio Manager may be required to work on projects and initiatives within portfolio and risk or across the company as needed
- Performing any other related duties in Portfolio Management and as required by the Norsad Team
- Assist with a whole range of organisational tasks, such as preparing presentations, publicity material, etc when and as directed

Eligibility Requirements

- Bachelor degree in Finance / Accounting / Economics / Business / (ACCA / CIMA)
- A post graduate qualification will be preferred
- Minimum 5 years relevant working experience. Must have managed large investments from the debt side
- Credit risk identification experience
- Credit analysis and transaction structuring experience for listed and unlisted companies
- Portfolio monitoring on both equity and debt instruments
- Strong understanding and experience in corporate debt restructuring
- Experience in portfolio stress testing procedures

Key Competency Requirements:

For this role the following key competencies have been identified as critical for success:

- Critical and analytical thinking
- Financial modelling
- Willingness to travel internationally
- Strong writing, presentation and negotiation skills
- Team Leadership

ENQUIRIES AND DETAILS ON HOW TO APPLY

To apply for the position, please visit www.hrmc.co.bw and upload your CV and covering letter. This should be done as a single file (one document).

Confidential enquiries on this position maybe directed to the Managing Consultant, Naeem Bhamjee at naeem@hrmc.co.bw

The closing date for applications is 29 October 2021.