

# VACANCY

<b>Position Title:</b>	<b>Investment Analyst/Officer</b>
<b>Duty Station:</b>	Harare, Zimbabwe
<b>Type of Appointment:</b>	Permanent
<b>Estimated Start Date:</b>	30 July 2025
<b>Reference Number:</b>	NVF2025/04
<b>Application Closing Date:</b>	10 July 2025

## Key Responsibilities:

- **Deal Sourcing:** Research and identify potential investment opportunities through various channels, including industry reports, market research, and networking events.
- **Industry and market Research:** Conduct research on industry trends, market analysis, and competitor analysis to support investment decisions and portfolio company growth.
- **Financial Analysis:** Conduct financial analysis on potential investment opportunities, including financial statement analysis, and return on investment (ROI) calculations.
- **Financial Modelling:** Build financial models to forecast revenue, expenses, cashflow, term sheets for potential portfolio companies.
- **Due Diligence:** Assist in conducting due diligence on potential investment opportunities, including reviewing business plans, financial statements, and market research reports
- **Investment Reports:** Prepare investment recommendation reports and presentations to support investment decisions, including summarizing key findings, investment thesis, and recommended investment terms to management
- **Portfolio Monitoring:** Assist in monitoring and analyzing the performance of existing portfolio companies, including reviewing financial statements and providing support to portfolio company management teams.
- **Networking:** Develop and maintain relationships with entrepreneurs, investors, and other industry professionals to support deal sourcing and investment opportunities.

## Requirements:

1. Bachelor's degree in Investments, Finance, Accounting, Economics, Business or a related field.
2. Chartered Financial Analyst (CFA) certification or progress towards certification is highly valued.
3. Experience: **2 – 3 years of experience** in investment banking, investment analysis, corporate finance, management consulting, private equity, venture capital space, or a related field.
4. Valid Class 4 Driver's License.

## How to Apply:

Interested and qualified candidates must email your curriculum vitae to [careers@nvccz.com](mailto:careers@nvccz.com) with the subject line: **INVESTMENT ANALYST/OFFICER**

## Required Documents:

1. Curriculum Vitae (CV) with:
  - Full names
  - Place and date of birth
  - Contact information
2. Copy of national identification
3. Proof of qualifications
5. Current salary (if employed)
6. Date of availability
7. Three (3) traceable referees

## Skills:

- Strong financial analysis and modelling skills.
- Excellent research and communication skills.
- Ability to work in a fast- and complex financial environment
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office, particularly Excel, Word, and PowerPoint.

**Only shortlisted candidates will be contacted.**  
**No late applications will be accepted.**

## Equal Opportunities:

NVCCZ is an **equal opportunities** employer and we welcome applications from diverse candidates and female candidates are also encouraged to apply.