

VACANCY

Position Title:	Research Officer
Duty Station:	Harare, Zimbabwe
Type of Appointment:	Permanent
Estimated Start Date:	30 July 2025
Reference Number:	NVF2025/06
Application Closing Date:	10 July 2025

Key Responsibilities:

1. Market Intelligence & Sector Research

- Analyze industry trends, emerging technologies, and economic data relevant to the firm's investment sectors.
- Compile reports on high-growth sectors such as fintech, agri-tech, renewable energy, health, and ICT.
- Track macroeconomic and regulatory developments affecting the investment landscape.

2. Startup & Ecosystem Mapping

- Identify and profile startups, SMEs, and entrepreneurs with potential for NVCCZ funding.
- Maintain a live database of investable projects, innovation hubs, and ecosystem partners and stake holders

3. Investment Support

- Assist the investment team with pre-screening of deals by providing contextual market data.
- Support due diligence processes by researching target companies, competitors, and comparable valuations.

4. Portfolio & Impact Reporting

- Support monitoring of portfolio companies by collecting and analyzing performance data.
- Prepare reports on social, environmental, and economic impact indicators aligned with the fund's objectives.

5. Knowledge Management

- Manage internal knowledge systems and support strategic planning with evidence-based inputs.

6. Stakeholder Engagement

- Provide background research for meetings with investors, investee companies, regulators and stakeholders
- Help prepare pitch decks, data rooms, and investor updates with solid research support.

Requirements:

- Bachelor's degree in Economics and Development, Finance, Statistics, Business Administration, Development Studies, or a related field.
- At least **2 years** of experience in research, economic analysis, management consulting, or investment environments.
- Familiarity with startups, private equity, or development finance is highly desirable.
- Valid Class 4 Driver's License.

How to Apply:

Interested and qualified candidates must email your curriculum vitae to careers@nvccz.com with the subject line: **RESEARCH 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 analytical and quantitative skills (proficiency in Excel, SPSS, Power Point, etc).
- Excellent writing and communication skills for producing high-quality reports and briefs.
- Familiarity with business model analysis, impact metrics, and investment criteria.
- Strong organizational and data management abilities.

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.