مؤسســـة الآغـــا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ a full-time **Investment Analyst for Accelerate Prosperity** for its office in Salamieh or Damascus with frequent travels within Syria.

ACCELERATE PROSPERITY:
Accelerate Prosperity initiative (AP) is a new initiative of the Aga Khan Development Network launched in 2016 jointly promoted by Aga Khan Foundation (AKF) and the Aga Khan Fund for Economic Development's Industrial Promotion Services (AKFED-IPS). AP's overall mandate is to create an inclusive and prosperous society powered by entrepreneurs. Through a mix of technical support and tailored financing for start-ups, small and growing businesses (SGBs), AP facilitates entrepreneurship, employment especially for youth and women and socio-economic development within its relevant geographies.

JOB SUMMARY:
The Investment Analyst will be responsible for the overall management of activities and operations within his/her investment portfolio, and business acceleration (pre- and post-investment technical assistance and mentorship) of Accelerate Prosperity, Syria. The incumbent will report directly to the Chief Investment Officer.

ROLES AND RESPONSIBILITIES:

- **Training and Advisory**
  - New Ideas & Early-Stage Businesses: Conduct training and advisory for businesses within the domains of business modeling, information memorandum (IM) or pitch deck development, and financial modeling (FM).
  - Small and Growing Businesses (SGBs): Conduct training and advisory for businesses within the domains of business modeling, information memorandum (IM) or pitch deck development, and financial modeling (FM).

- **Investment Pipeline Development**
  - Engage in AP programs to identify and select businesses with investment potential, keeping in view commercial viability, AP’s product offering and AP’s mandate.
  - Engage in headhunting to identify off-cycle investment cases by engaging with ecosystem players and participating in different panels, discussions, events etc.

- **New Investment into Startups and SGBs**
  - Due Diligence: Conduct necessary due diligence on selected businesses for the purpose of investment. This includes undertaking commercial, financial, accounting and any other types of due diligence necessary for investment decision-making. The Investment Analyst will be responsible for undertaking any other activities that are pre-requisite to structuring of the investment transaction e.g., development of designs, feasibility studies, BOQs etc. E&S due diligence will be undertaken as per AP’s ESMS policy.

- Transaction Structuring & Investment Case Development: Undertake thorough analysis for optimal investment transaction structure. Develop detailed and robust financial models and information memorandums for presentation to the investment committee.
- Execution: Lead all activities related to execution of the approved investment cases through to disbursement of funds. This can include supporting investees in fulfilling any condition precedent, formalizing approved transaction structures into formal agreements and/or perfecting collateral.

➢ **Portfolio Management:**

- Risk Classification: Classify portfolio businesses into risk categories based on PAR and other factors.
- Monitoring: Undertake frequent monitoring of portfolio under management as per the in-place mechanism. Flag any risk and non-compliance highlighted during monitoring for action. Undertake E&S monitoring as per AP's ESMS policy.
- Post Financing Technical Assistance: Ensure support is extended to businesses post-financing with any issues or requirements e.g., with regard to marketing, strategy, regulation etc.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have at least a Bachelor's degree in Finance, Accounting, or Business Administration.
- Relevant professional qualifications/certifications such as ACCA, CFA, FMVA etc.
- (Minimum 2 years of relevant hands-on experience in investments, investment advisory, due diligence, transaction advisory or other relevant disciplines.
- Experience in projects related to entrepreneurship, business development, SMEs etc.
- Technical knowledge of the investment cycle.
- Excellent writing and reporting skills.
- Computer literate (Word, Excel, PowerPoint etc.).
- Excellent written and oral communication skills in English and Arabic.
- Strong presentation skills.
- Highly proactive and passionate about work.
- Capable of producing high-quality results within often tight deadlines.
- Ability for multitasking and work under pressure.
- Ability to distill large volumes of data in short periods of time.
- Intellectual curiosity and demonstrated record of professional development/growth.
- Strong problem-solving skills and the ability to work through complex models to determine the key assumptions, implicit caveats and limitations.
- Demonstrated ability to work cooperatively with all levels of management.

Safeguarding Commitments:
AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of do no harm of the beneficiaries and whom dealing with. In line with this commitment; the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this Link

Deadline for application submission is Tuesday, September 15th 2025.

Only shortlisted candidates will be contacted.

مؤسسة الآغا خان
AGA KHAN FOUNDATION