

**Afreximbank: Assistant Manager, Advisory & Capital Markets – Cairo, Egypt**

CA Global Headhunters has been retained by the Afreximbank based in Cairo, Egypt to recruit for this position. For more information on the Afreximbank please visit their website [www.afreximbank.com](http://www.afreximbank.com). Should you meet the minimum requirements and wish to apply for the position please apply directly to CA Global Headhunters.

**Reference Number: JABLR041**

**Job Purpose**

The job holder will be responsible for driving origination, evaluation and execution of financial advisory and capital market mandates.

**Responsibilities:**

- Provide close support to the Departmental Global Head in creating and maintaining strong relationships with African governments, financial institutions and corporates as well as offshore investors (bond investors, private equity firms, venture capital companies and corporates) to facilitate development of a strong pipeline of good quality investment banking opportunities in support of the Bank's mandate.
- Perform valuation and financial analysis to assist in decision making and capital raise.
- Create compelling investment presentations including teasers and information memoranda to effectively communicate the client's value proposition to support capital raise.
- Perform investment appraisal using various techniques and methodologies.
- Prepare, analyse and update financial models to ensure it reflects all key business drivers, business plan and capital structure.
- Provide analytical & modelling support, structuring ideas, financing agreement negotiation support, and oversee all aspects of transaction execution.
- Assist in the development of draft term sheets for transactions under consideration.
- Prepare and evaluate scope of work, terms of reference and manage the selection of consultants for due diligence exercises.
- Attend internal & external meetings on behalf of the department.
- Liaise with relevant departments in communicating queries and obtaining feedback to clients.
- Keep abreast of developments in the global economy and capital markets
- Execute listing of bond and equity transactions in partnership with internal teams and external partners.
- Manage underwriters, rating agencies, issuer counsels, accountants, and trustee engagements and other consultants appointed on transactions.
- Prepare rating agency presentations and investor presentations.
- Arrange institutional investor roadshows.
- Review the work of Associates and Analysts by enhancing substance of proposals, verifying the accuracy of factual representations, ensuring the logical integrity of financial model calculations and improving overall presentation quality.
- Perform any other duties as may be assigned to the jobholder by Senior Management.

**Compliance Responsibilities**

- Understand and adhere to the Bank's AML, Regulatory and Conduct Compliance policies and procedures, notably.
  - Staff Handbook (has code of conduct provisions)
  - Anti-Money Laundering (AML), Counter Financing of Terrorism and Counter Proliferation Financing
  - Conflicts of Interest and Policies on Staff Involvement in External Engagements/Activities
  - Anti-Bribery & Corruption

- Insider Trading Guidelines

- Report any suspicious or non-compliant activities or matters relating to the Bank's staff or the customers to the Compliance Department.
- Complete the Annual Compliance Training/Assessment.

**Minimum Qualifications**

- An undergraduate degree and a master's degree in accounting, banking, finance or a related field.
- Relevant certifications related to finance and accounting e.g. CFA, ACCA.
- Proven track record in successfully closing financial advisory and capital market mandates in Africa.
- Advanced excel skills and strong financial modelling skills.
- Thorough understanding of capital market drivers and dynamics.
- Excellent verbal and written communication skills in English. Knowledge of the Bank's other working languages is an added advantage (French, Arabic and Portuguese).
- Ability to interact comfortably with business clients and management teams.
- Self-directed, highly motivated, and able to work independently and in a team.
- Ability to immediately contribute to the team based on experience and help to transfer best practices and knowledge.
- Self-starting team player who can think strategically and excel in a fast-paced, entrepreneurial, challenging work environment.
- Ability to communicate and function in a culturally diverse and change oriented setting with good knowledge of banking practices in Africa.
- Ability to interact with senior officials of banks, regulators, corporates and governments.

**Years & Nature of Experience**

- At least 5 years' experience in investment banking is mandatory.
- Previous professional experience in Private Equity, Corporate Finance, Capital Raising for Financial Institutions, complemented with relevant experience, and understanding of infrastructure development issues, capital markets and project finance is a plus.

Previous experience in credit and/or financial institution capital markets is a plus

**Afreximbank's Core Values:**

- Commitment to Africa and supporting the emancipation and empowerment of Africans
- Uncompromising integrity
- Passion for Learning and Drive
- Teamwork
- Trust and Respect for the Individual
- Innovation, Excellence and Flexibility
- Professionalism and Responsiveness

### TECHNICAL COMPETENCIES

PROFICIENCY	LEADERSHIP SKILLS	INTERPERSONAL SKILLS	PROBLEM SOLVING & BUSINESS IMPACT	SUPPORTING AFREXIMBANK MANDATE
<ul style="list-style-type: none"> <li>Acts as a first escalation point across Afreximbank for technical queries in its own area and is expected to produce finalised technical material.</li> </ul>	<ul style="list-style-type: none"> <li>No formal line management responsibilities but (where relevant) coordinates and supervises the daily activities of junior colleagues, including allocating work, following up on task completion and dealing with day-to-day staff management issues, while maintaining the required integrity.</li> <li>Upskills more junior colleagues by coaching, mentoring, providing technical guidance and inputting to the drafting and delivering of training.</li> </ul>	<ul style="list-style-type: none"> <li>Builds and maintains effective working relationships with colleagues at a similar level and (where relevant) external counterparts.</li> <li>Offers professional advice, opinions and recommendations within own function, requiring some influencing and persuasion skills to drive results.</li> <li>Translates complex information and assignments into easily understandable and manageable tasks to allocate to junior colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Solves non-routine problems based on the analysis of multiple sources of information (both internal and external), technical knowledge and previous experience. Provides required flexibility, technical advice/guidance and</li> <li>coordinates the activities of junior colleagues with the required flexibility.</li> <li>Impacts own area, and to a limited extent, own function through providing technical advice, guidance and co-ordinating the activities of junior colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Has a good understanding of Afreximbank Group's products and services and how own area fits within the wider function to achieve Afreximbank's values and mission.</li> <li>Understands the political, economic and trade landscape in which Afreximbank Group operates and is able to hold high level conversations internally and with external counterparts.</li> <li>Proactively keeps abreast of historical and current affairs and developments on the Continent and the African diaspora, and shares information with more junior colleagues.</li> </ul>

#### **Contractual information:**

- Permanent
- Willing and able to relocate to Cairo, Egypt
- Suitably qualified candidates are encouraged to apply

If you wish to apply for the position, please **send your CV** to **Jamie Adams** at [jadams@caglobalint.com](mailto:jadams@caglobalint.com)

CA Global Finance will respond to short-listed candidates only. If you have not had any response in two weeks, please consider your application unsuccessful however your CV will be kept on our database for any other suitable positions.

**Jamie Adams**

[jadams@caglobalint.com](mailto:jadams@caglobalint.com)

Recruitment Consultant

**CA Banking, IT, Insurance, Legal & Finance**