

Investment Associate - Strategic Projects Management

Job Title	Investment Associate		
Division	Corporate Division		
Department	Strategic Projects Department		
Section	Strategic Projects Management		
Location	Head Office	Direct Reports	
Reports To	Strategic Investments Manager	Version Number	1
External Relations		Guide Number	6976
Internal Relations		Job Code	

Basic Function

To support Strategic Projects Unit team to identify, assess, and evaluate the investment opportunities to help the company achieve its strategic and business objectives.

KEY Responsibilities

Core

- To support in the identification of investment opportunities.
- To conduct preliminary assessment and evaluation of investment opportunities.
- To create financial models on investment targets and perform detailed financial analysis
- To conduct macro-economic and sector research as part of the investment process.
- To prepare investment proposals for the Investment Committee.
- To review proposals and agreements.
- To manage and coordinate cross functional projects
- To manage third party consultants.
- To review due diligence reports on investment targets.
- To monitor and reports on performance of investee companies.
- To prepare feasibility of projects as might be needed.
- To achieve and monitor assigned KPI's.
- To evaluate the proposed benefits of the potential acquisition.
- Other duties as assigned.
- Maintain MOU/NBO
- Transaction /project close

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Participates in the emergency response plan

- Coordinate and participate in the paper and other recycling programs

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 2
Analytical Thinking	Level 3
Communication	Level 2
Continuous Learning	Level 2
Creative Thinking	Level 2
Networking/Relationship building	Level 2
Planning & Organizing	Level 3
Stress Management	Level 3
Teamwork	Level 3

Technical Competencies

MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
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Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

•Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

•Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

•Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: