

Category: NGO/Development

Investment Portfolio Analyst

Eco-Social Development Organization (ESDO)



Vacancy

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Job Context

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 337 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.

The **Investment Portfolio Analyst** will play a critical role in supporting the growth and sustainability of ESDO's Microfinance Program. The individual will be responsible for analyzing the microfinance investment portfolio, evaluating financial performance, and providing insights to optimize returns while managing risks. The successful candidate will combine a strong understanding of financial markets, portfolio management, and microfinance practices to help make data-driven investment decisions.

ESDO is inviting applications from interested qualified candidates for the following position.

Job Responsibilities

Portfolio Analysis and Management:

- Analyze and monitor the performance of ESDO's microfinance investment portfolio, including loans and other financial instruments.
- Track key performance indicators (KPIs) such as loan repayment rates, portfolio at risk (PAR), and return on investment (ROI).
- Provide regular reports on portfolio performance, highlighting trends, risks, and opportunities for optimization.

Financial Modeling and Risk Assessment:

- Develop financial models to forecast portfolio growth, returns, and risks.
- Conduct risk analysis to identify potential vulnerabilities in the portfolio, including market, credit, and operational risks.
- Advise on risk mitigation strategies to ensure financial sustainability and minimize default rates.

Investment Strategy Development:

- Assist in developing and implementing investment strategies that align with ESDO's mission and financial goals.
- Collaborate with the program manager and senior management to identify new investment opportunities within the microfinance sector.
- Provide recommendations on resource allocation and portfolio diversification.

Data Management and Reporting:

- Maintain accurate records of all investments and ensure proper documentation of portfolio transactions.
- Generate comprehensive financial reports for internal use and for presentation to donors, stakeholders, and board members.
- Ensure that all reporting meets regulatory and compliance standards.

Market Research and Due Diligence:

- Conduct market research to stay informed about trends in the microfinance sector, including changes in interest rates, borrower behavior, and sector-specific risks.
- Perform due diligence on potential investments and partnerships, ensuring alignment with ESDO's microfinance program goals.

Stakeholder Collaboration:

- Work closely with loan officers, credit analysts, and other field staff to gather insights into borrower behavior and loan performance.
- Engage with external stakeholders such as financial institutions, regulatory bodies, and investors to ensure best practices in portfolio management.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- At least MBA in any discipline and additional diploma will get preference

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- At least 5 years similar types of the experience. Preferable experience in investment analysis, portfolio management, or microfinance, preferably within the NGO or development sector.
- At least 2 weeks field visits mandatory.
- Proven track record on micro finance market study, guiding to appropriate investment, risk analysis capacity and develop the different investment model.
- Strong understanding of financial analysis, risk management, and portfolio management principles.
- Proficiency in financial modeling, data analysis tools (Excel, financial software), and reporting.
- Strong analytical and problem-solving skills, with a detail-oriented approach to data.
- Ability to interpret financial data and provide actionable insights.
- Excellent written and verbal communication skills, with the ability to present complex financial information clearly.
- Knowledge of microfinance principles, credit risk management, and financial inclusion strategies.
- Ability to work both independently and as part of a collaborative team.
- Proficiency in local languages and English is preferred.

Job Location

Dhaka/ Thakurgaon

Salary

- Tk. 60000 to 80000/- (Monthly)

Compensation & Other Benefits

- Festival Bonus 2(Yearly) & Boishakhi allowance, Provident Fund, Gratuity & others benefit as per organizational policy.

Job Source

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO “ZERO TOLERANCE” Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

***Photograph must be enclosed with the resume.**

Apply Procedure

Interested candidates are requested to submit their resume with cover letter along with recent 02 copy of Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including mentioning two references with email on CVs. Applications should reach within 03/10/2024 by post or Currier or hand to hand delivery to: Head of HR, Human Resources Department, Eco-Social Development Organization (ESDO), Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh. Applications should be submitted within 03/10/2024 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

Equal opportunity, promoting women & children rights is mandate of ESDO.

Application Deadline: 03 October 2024

Published On: 21 September 2024

Company Information

Eco-Social Development Organization (ESDO) Address: Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh