



JOB DESCRIPTION

Function	Investment Analyst	Location: HCMC & Hanoi
Name		
Mission of the function	The Analyst is in charge of investees' valuations, due diligence, industry/sector and company analysis, investment structures and risk management.	
Reporting to	Managing Director	
Contacts	<u>Internal:</u> Investment and Portfolio Management teams	<u>External:</u> Management members of Investee Companies, governmental authorities, Competition, consultants
<u>Main Tasks / Areas of Responsibility</u>		
<p>1. Carry out the due diligence and valuation analysis for investments. This includes:</p> <ul style="list-style-type: none"> - Carrying due diligence, gathering inputs and making valuation analysis under the supervision of the Managing Director. - Assisting the Managing Director in developing investment proposals - Maintaining and developing contacts with all necessary stakeholders to the investment deals <p>2. Assist the Managing Director to carry out investment structures, on the basis of inputs from lawyers, and assist the Investment team in conducting negotiations with the investees, in close collaboration with potential co-or partner investors.</p> <p>3. Carry out the execution of the deals, in collaboration with lawyers and banks.</p> <p>4. Conduct market research for investments, in close collaboration with the Portfolio Manager.</p> <p>5. Monitor and report on the financial performance and implementation of all investments to the Managing Director and Investment Committee, in close collaboration with the Investment team.</p> <p>6. Monitor and report on risks and risk mitigation to the Managing Director and the Investment Committee.</p> <p>7. Contribute to the business development efforts, including observing/researching the market, and establishing of partnerships.</p> <p>8. Contribute to the development of necessary operational policies and procedures</p> <p>9. Develop and implement liquidity management, including developing bank and broker relationships for HCMC office</p> <p>10. Act as focal point for custodian and sub-custodian relationships in HCMC office</p> <p>11. Act as focal point for website updating in HCMC office</p>		



12. Perform other tasks, as required by the Managing Director or other Directors of VNHAM.

13. Ensure the strict observation of VNH's and VNHAM's Corporate Governance policies, establish and maintain the highest possible standards of ethics and corporate governance, with a special emphasis on avoidance of any potential conflicts of interest which may impair the reputation or investment performance of VNH and VNHAM.

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