

Advertisement for the post of Managing Director & Chief Executive Officer (MD & CEO), Manager (Investment) and Analyst on contractual basis

North Eastern Development Finance Corporation Ltd. (NEDFi) a premier development finance institution of the North Eastern Region (NER) in association with the Ministry of Development of the North Eastern Region (M/o DoNER), has set up North East Venture Fund (NEVF), a first of its kind dedicated Venture Fund for NER with a corpus of Rs 100 crore which has been tied-up . North East Venture Capital Ltd. (NVCL),the asset management company (AMC), a wholly owned subsidiary of NEDFi has been incorporated to operate and manage the fund. The Fund's primary investment objective is to contribute to the development of products and services focused on and not limited to Food Processing, Healthcare, Tourism, Aggregation of Services and IT&ITES.

NEDFi on behalf of NVCL invites application from eligible candidates for the following positions.

1. Managing Director & Chief Executive Officer (one post)
2. Manager - Investment (three posts)
3. Analyst (three posts)

Location: All the positions are based in Guwahati, Assam. However, it will require traveling across various locations.

Post: Managing Director & Chief Executive Officer (MD & CEO)

NVCL is looking for a dynamic MD & CEO, who will be in-charge and responsible for strategy formulation, implementation, overall functions of Asset Management Company and the Funds. He will be responsible for day to day operations of the AMC and Various Funds. This is a very senior level position and incumbent will directly report to the Board of Directors of NVCL.

Duties and Responsibilities:

(a) Strategy formulation and implementation

- To set strategy and structure in consultation with Board of Directors, determine and review organization's goals, determine the values to be promoted throughout the organization and smooth implementation.
- Have growth focus, review current operations and future development, meeting targets set by the Board of Directors, look for strategic alliance opportunities etc.
- To understand and take into account the interests of shareholders and other stakeholders.
- Provides general oversight of all activities, manages the day-to-day operations, and ensure smooth functioning of the organization. Development and implementation of standards and controls, systems and procedures and regular evaluation.
- Assure a work environment that recruits, retains and supports quality staff and volunteers.

(b) Specific related to Asset Management Company and Funds

- Run day to day operation of AMC and Funds. Responsible for the operation of various fund, take investment decisions and lead the investment team.
- Raising of funds for various funds to be floated by AMC, and maintain relationships with investors and industries.
- Responsible for financial performance of the Company and Funds.
- Execute various legal documents and representation to regulators on behalf of the AMC. Carry out and coordinate work with various consultants.
- Planning and managing Board committee meetings.

Any other responsibilities/duties assigned by the Board or NEDFi from time to time.

Skills Required

- Capability for product strategy of the fund, analyze project viability (both technically and commercially), negotiating & structuring of deals, mentoring, team development and overall fund performance.

- Capability to add value to investments, take investee companies on a high growth path and consummate exits.
- Proven strategic leadership, management and decision making skills, strong commercial acumen and demonstrated experience in managing diverse stakeholders.
- Understanding of the valuation methodologies (as per international norms) and would assume responsibility for fund valuation, profitable exits and investor relationship.
- Capability to ensure efficient utilization of financial resources within established policies of the Company by making appropriate and timely financial and management decisions,

Qualification: The MD & CEO should be MBA/PGP/PGDM in Finance from an AICTE recognized reputed institute or a Chartered Accountant.

Experience: The incumbent should have minimum experience of 15 years in the field of venture funding or managing pools of capital or in fund or asset or wealth or portfolio management or in business of buying, selling and dealing of securities or other financial assets.

Compensation: Will be commensurate with qualifications and experience.

Tenure: The MD & CEO shall hold office on contractual basis for a period of 5 years .

Age: Below 52 years of age as on 01.01.2017

(in deserving cases, relaxation of tenure and age limit will be subject to the discretion of the management)

Post: Manager - Investment (three posts)

Duties and Responsibilities for Manager – Investment

- Sourcing and screening of new deals, analysis and due diligence work streams and other execution tasks (financing, negotiations, investment committee preparation)
- Preparation of investment summaries, investment memorandums, presentations and other investment related documentations
- Build and develop financial analysis and valuation models. Conducting industry research, market mapping and company-specific analysis.
- Manage internal and external advisors, perform due-diligence analysis.
- Nurturing the investee companies by way of monitoring operational and financial performance of assigned investments and preparing regular reports on the portfolio's performance.
- Making site visits, maintaining regular interactions with investee company promoter and its team. Identify growth issues, challenges and work towards resolutions
- Maintaining an in depth and up to date market knowledge.
- Monitoring investment exits.
- Other day-to-day requirements related to fund management
- Work under the overall supervision of the senior investment team member and carry-out any other work assigned from time to time.

Qualification: The incumbent should be a Management Graduate from top premier Business School and/or Chartered Accountant, CFA.

Experience: The incumbent should have atleast 5 years of relevant experience in Venture Capital Fund/Private Equity Fund/Equity Research/Investment Banking/ Management Consulting and he/she must have deep domain knowledge and sector expertise.

Compensation: Will be commensurate with the qualifications and experience.

Age: Below 35 years of age as on 01.01.2017.

Post: Analyst (three posts)

Duties and Responsibilities for Analyst

- Provide back end support to the Investment Managers in all investment, monitoring and divestment related activities.
- Responsible for data mining, data analysis and MIS etc.
- Conducting industry and market research
- Sourcing and screening of new deals, analysis and due diligence work streams and other execution tasks (financing, negotiations, investment committee preparation)
- Preparation of investment summaries, investment memorandums, presentations and other investment related documentations
- Build and develop financial analysis and valuation models. Conducting industry research, market mapping and company-specific analysis.
- Work under the overall supervision of the senior investment team member and carry-out any other work assigned from time to time.

Qualification: The incumbent should be a Management Graduate /B.Tech/ B.Com/BBA/BA (Economics) or Chartered Accountant/ CFA.

Experience: The incumbent should have at least 2 years of relevant experience in Venture Capital Fund/Private Equity Fund/Equity Research/Investment Banking/ Management Consulting and he/she must have deep domain knowledge and sector expertise.

Compensation: Will be commensurate with the qualifications and experience.

Age: Below 32 years of age as on 01.01.2017.

General for all positions:

Application received shall be screened and shortlisted on the basis of experience and eligibility conditions. The candidates may be called for preliminary interaction for the purpose of determining the eligibility. The decision of the Screening/ Selection Committee shall be final. Only selected candidates will be called for the interview.

The above appointments shall initially be for a period of five (05) years subject to renewal by mutual consent. The remuneration would be on a Cost to Company basis.

The Company offers a challenging work environment. Professionals with a proven track record of high performance and potential may write in strict confidence with detailed CV together with present and expected CTC. The applications need to be forwarded to NEDFi on or before close of office hours on 15.02.2017 either by e-mail to **recruitmentnvcl@nedfi.com** or by post in a cover superscribed "**Application for the post of MD &CEO or Manager or Analyst for NVCL**" addressed to -

Chairman and Managing Director,

North Eastern Development Finance Corporation Limited,

NEDFi House, G.S Road, Dispur, Guwahati,

Pin 781 006.