



# BlueOrchard<sup>®</sup>

Microfinance Investment Managers

**BlueOrchard Finance S.A.** a Swiss company with a multi-national team based in Geneva (Switzerland) with offices in New York (USA), Lima (Peru), Bishkek (Kyrgyzstan) and Phnom Penh (Cambodia) is looking for:

## Investment Analyst / Head of Bishkek Office

*The Investment Analyst will be the Head of Bishkek Office will be responsible for managing a portfolio of Microfinance Institutions (MFIs) in Central Asia, Caucasus, Belorussia and Russia. **The position is based in Bishkek, Kyrgyzstan but we are open to consider other proposals for the office.** The Investment Analyst will cover the entire region and be expected to travel an estimated 30-40% of the time. He / She will receive in-house training on BlueOrchard procedures.*

### Main tasks and responsibilities:

#### Manage the Regional Office:

- Responsible for developing, monitoring and ensuring compliance for the office budget
- Responsible for meeting Bishkek office targets for placement, quality and return.

#### MFI relationship management and business development:

- Have primary responsibility for developing and managing relationships with clients and potential clients in Central Asia, Caucasus, Belorussia and Russia.
- Draft and present Credit Committee proposals to the Credit Committee on a regular basis.
- Provide administrative support and follow-up of loan documentation and disbursements.
- Responsible to collect and analyse MFIs' documentation and financial data.
- Monitor existing clients: monthly analytical review and follow-up.
- Prepare pipeline for different credit products.
- Represent the company in conferences and industry events.

#### Country analysis:

- Research and update information on country risk: macroeconomic, political risks, etc.
- Research and update information on regulatory and competitive environment of regional microfinance sectors

#### On-site due diligence visits:

- Prepare due diligence trips (desk study for existing and new clients + logistics)
- Conduct on-site due diligence and monitoring of all clients and potential clients in his/her portfolio.
- Draft country and MFIs due diligence reports

#### Qualifications:

- . Degree in finance, business administration, economics, or related field
- . **Minimum** 5-7 years relevant working experience in banking and/or microfinance in emerging markets (especially in the region)
- . Demonstrated excellent analytical, interpersonal and communication skills (oral and written); ability to work in a multicultural environment
- . Fluency in English and Russian is required.
- . Ability to travel approximately 30-40% of the time
- . Ability to work under tight deadlines

### Application:

Please send your CV and cover letter to [gja@blueorchard.com](mailto:gja@blueorchard.com) before November 10<sup>th</sup>. 2011

**Please note that ONLY shortlisted candidates will be contacted.**