



Terms of Reference (ToR)

Investment Manager



Terms of Reference (ToR) – Investment Manager, Continuum Capital

1. Position Title:

Investment Manager

2. Reporting To:

Managing Director

3. Duration of Assignment:

Full-time: 3-year contract term with possibility of yearly renewal

4. Location: Port Harcourt, Nigeria

Based in PH with extensive travel to other field locations, Abuja, and Lagos as required.

5. Objective of the Role

The Investment Manager will be responsible for leading the investment operations of the organization, including strategy planning, development, refinement and operationalization of debt origination, structuring, portfolio management ensuring all the compliance, governance and risk management, and stakeholder engagement objectives are met and that all investment activities align with the organization's financial and impact objectives while maintaining risk-adjusted performance and regulatory compliance.

6. Key Responsibilities

- Provide oversight, continue the optimization and implementation of the developed investment strategy and financial model (including the operating budget).
- Identify, engage, and build relationships with potential investees (social enterprises, SMEs, cooperatives, community-based businesses).
- Originate, structure, and execute debt transactions including direct lending, syndications, and structured finance.
- Conduct rigorous due diligence, financial modeling, credit risk assessment, and investment analysis.
- Lead investment and divestment decisions to ensure efficient capital deployment and asset allocation.

- Establish and manage relationships with DFIs, commercial banks, and institutional investors.
- Design and negotiate co-lending and risk-sharing frameworks with financial partners.
- Monitor the debt portfolio's performance and ensure compliance with financial covenants and risk management protocols.
- Proactively assess market trends and adjust strategies to enhance resilience and capitalize on opportunities.
- Provide investment reports and strategic insights to the Board and relevant stakeholders.
- Ensure full compliance with regulatory frameworks and governance standards.

7. Qualifications and Experience

- Bachelor's degree in finance, Economics, Business Administration, or a related field (MBA or CFA preferred).
- Minimum of 7–10 years of experience in debt financing, investment management, or structured finance, with a focus on emerging markets.
- Strong expertise in financial modeling, credit risk assessment, and loan structuring.
- Demonstrated success in working with DFIs, banks, and institutional investors as well as regulators.
- Proven experience managing debt portfolios, including monitoring and restructuring.
- In-depth understanding of regulatory frameworks governing financial instruments and transactions.
- Excellent communication, negotiation, and stakeholder engagement skills.
- Strong leadership and team management abilities.

8. Deliverables

- Deployment, optimization of Investment strategy document and implementation roadmap
- Pipeline of investment opportunities with deal memos
- Due diligence and risk assessment reports
- Compliance to all regulatory requirements
- Quarterly and annual portfolio performance reports
- Stakeholder engagement updates and compliance documentation

9. Performance Metrics

- Attract investments/investors within the first year
- Timely deployment of capital and deal closures
- Portfolio yield and credit performance
- Diversification and risk profile of the portfolio



- Stakeholder satisfaction and successful partnerships
- Regulatory and reporting compliance

10. Selection Process

Continuum Capital will follow a transparent and competitive selection process. The evaluation will be based on the candidate's qualifications, relevant experience, proven track record, technical approach, and financial proposal. Shortlisted candidates may be invited for interviews or presentations to further assess their fit for the role. Continuum Capital reserves the right to accept or reject any proposal or candidate at its discretion.

All applications must be received by 12.00 midnight on 20th June 2025. All applications are to be submitted with an email subject "*Application for the role of an Investment Manager at Continuum Capital*"

Late submissions will not be considered. Please direct all submission correspondence to: etender@pindfoundation.org.

Any questions concerning this solicitation for applications should be directed to: procurement@pindfoundation.org

11. Tentative selection timetable:

- **20th June 2025:** Proposal submissions due by 12.00 midnight
 - Week of 23rd June 2025: Review submitted proposals/applications
 - Week of 1st July 2025: Notify prequalified applicants for interview
 - Week of 7th July 2025: Interview pre-qualified applicants and select top candidate
 - Week of 14th July 2025: Secure PIND and/or board approval for selected candidate
 - Week of 21st July 2025: Extend offer to successful candidate and confirm resumption date (within 2 weeks preferred)
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