



# PAN AFRICAN CAPITAL GROUP, LLC

## RESEARCH AND ADMINISTRATIVE ANALYST

### Job Description:

Pan African Capital Group, a boutique investment firm focused on opportunities in Sub-Saharan Africa, is hiring a Research Assistant with strong financial and emerging markets (ideally African) experience to join our investment team in Washington, DC. The ideal candidate will be intelligent, positive, and a responsible team player with demonstrated initiative, sound judgement, strong communication skills, and meticulous attention to detail to support our investment team. The Research Assistant must be able to handle multiple tasks simultaneously, exhibit an inquisitive nature and be resourceful, eager, and able to learn quickly.

PACG is a small office of 4, so this candidate will have a close working relationship with the CEO and must enjoy working on a diverse set of tasks.

### Research Responsibilities

- Assist the Investment Team in efforts to monitor companies within the existing portfolio and those of interest including company, industry, economic and competitor analysis.
- Maintain and update data in portfolio company financial models and databases
- Analyze our portfolio companies' related data as part of efforts to screen and identify new investment opportunities.
- Analyze economic data and prepare analysis for presentations, research reports, and investment memorandums.
- Perform ad hoc requests associated with managing the portfolio and interacting with other investment teams across our portfolio companies.

### Administrative responsibilities:

- Schedule meetings and appointments, including across several time zones
- Assist the Office Manager on various ad hoc tasks such as document filing, interfacing with clients and vendors, and help to improve overall office efficiency and organization
- Works closely and effectively with the CEO to keep him well informed of upcoming events as well as industry news
- Update the company website with any relevant industry or market news

### Basic Qualifications

- Four-year college degree required.
- Ability to work independently on assigned research tasks to ensure timely completion.
- Excellent written and verbal communication skills.
- Team player and flexible to contribute on other projects as needed.
- Analytical and inquisitive, with a proven ability to solve problems in a timely basis.
- Technically savvy.

- Willing to travel internationally to Africa as required.

**Desired Qualifications:**

- Prior experience working or living in Africa a plus.
- Experience working with company financial statements and regulatory filings.
- Experience building company models and financial forecasts.
- Enjoy working collaboratively across the organization to resolve issues and create opportunities.
- Candidates with prior research experience in venture capital, investment experience or a similar sector will be strongly considered.

**About Pan African Capital Group**

Pan African Capital Group, LLC is a private equity and investment banking services firm focused exclusively on Sub-Saharan Africa. Building on a core of business that leverages its relationships with a number of key companies in Africa, we provide advice and capital to increase our partners' ability to compete on a global basis and build markets for their products and services. In particular, Pan African Capital Group targets opportunities in financial services, infrastructure, telecommunications, agribusiness, building materials, and manufacturing. We are a small office, so candidates should apply if they are interested in getting a diverse set of experiences working closely with the CEO.

Interested applicants should send their resume and cover letter to [info@panafricancapital.com](mailto:info@panafricancapital.com)