

## Gauteng Partnership Fund Vacancy Advertisement

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|--------------------------|-------------------------------------|
| <b>Title of the Job:</b> | <b>Portfolio Management Officer</b> |
| <b>Grade / Level</b>     | <b>C3 (Paterson)</b>                |
| <b>Location:</b>         | <b>Sandton</b>                      |
| <b>Salary:</b>           | <b>Market related</b>               |
| <b>Closing Date:</b>     | <b>3 July 2020</b>                  |
| <b>Reference Number:</b> | <b>PMO2020</b>                      |

**Overall Responsibility:** To oversee and manage collection of payments (fees, interest, capital etc.) from clients regarding their loans from GPF. To monitor outstanding loans for compliance with approved conditions and covenants. To manage the senior co-funding facilities in order to achieve annual targets through effective fund management. To coordinate and monitor performance of all projects post construction phase and provide support to ensure effective management for each project life cycle.

### Key Performance Areas:

- Provide input into business unit strategy and budget
- Provide input into development or review of business unit policies, processes and systems.
- Coordination of effective and efficient Investment Portfolio Management of the Senior Funding SPV's of external funding partners
- To review applications from clients for restructuring and obtain approval from the relevant committees
- Management of staff as and when required
- To conduct effective portfolio management to reduce the portfolio risk for GPF
- Regular reviews of account, analysis of management accounts and annual financial statements
- Effective management of the allocated portfolio including the identification of the or early warning triggers and the implementation of interventions
- To maintain CRM (customer relationship management) with all existing clients

**Qualification & Experience:** B. Commerce degree with specialisation in Accounting and/or Business Finance. A post-graduate qualification will be an added advantage. Minimum 5 years' relevant experience in the financial services and/or the public sector

**Competencies:** • Knowledge of financial principles • Risk analysis and management • financial modelling skills • Investment management • Sound knowledge of the Due Diligence process. • Understanding of the various lending instruments and deal structures. • Fund management and reporting • Planning and organizing • Good communication and presentation skills to present post investment reports and restructuring proposals to the various committees for approval. • PC literacy and competency in Microsoft Excel, Word and PowerPoint. • Sound knowledge of Key commercial statues and regulations (Companies Act; Taxation; Corporate Law; Insolvency Act). • Customer focus and service orientation; • Stakeholder management • Sound judgement • Proactive and good organizational skills; • Process orientation and deadline-driven; • Assertiveness; • Strong negotiating skills;

***GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.***

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications to be sent to [careers@gpf.org.za](mailto:careers@gpf.org.za) by no later than close of business on Friday 3 July 2020