नेपाल धितोपत्र बोर्डबाट मर्चेन्ट बैंकरको रुपमा कार्य गर्न अनुमतिपत्र प्राप्त संस्था
गरिमा क्यापिटल लिमिटेड
GARIMA CAPITAL LIMITED
(A Subsidiary of GARIMA BIKAS BANK LIMITED)
समृद्धिको सारथी

Kamalpokhari
Kathmandu, Nepal
01-4529149/50, 4516691
info@garimacapital.com
www.garimacapital.com

TERMS OF REFERENCE

Functional Title: Senior Investment Associate

Corporate Position: Junior Officer or Officer

Required No: 1

Garima Capital Limited is a Merchant Banker, licensed by Securities Board of Nepal (SEBON) to render 'Portfolio Management Services' (PMS). It has also obtained Depositary Participant License from CDS & Clearing Ltd. to render DP Services. Moreover, the company has obtained Fund Manager and Depository Licenses from SEBON to manage Mutual Funds. Company is on the verge of obtaining full-fledged Merchant Banking License. The Company is located at Kamalpokhari, Ward-01, Kathmandu, Nepal.

Our core team comprises of qualified finance and investment professionals which shall enable us to provide prompt and thorough service to our valued clients. We encourage an open and collaborative working environment in which everyone has the opportunity to deliver their best. We foster professionalism, excellence, cooperation among our employees and high standards of business ethics.

Position Summary:

We are searching for a Senior Investment Associate to evaluate and research trends and opportunities for our PMS clients. In this role, you will perform research, valuations, and appraisals of financial instruments, markets, and businesses and interact with other team members to deliver quality investment directives to our clients and business.

You should be well-versed in portfolio management, have a keen eye for detail, and be proactive in finding investment opportunities. A top-notch Senior Investment Associate is expected to perform well under pressure, possess creative and analytical abilities and adapt their thinking to quickly evolving scenarios.

This position reports directly to the "Head - Investment Management Department".

Duties and Responsibilities:

The duties and responsibilities of a ***Senior Investment Associate*** includes:

- Prepare, *on a suo-moto basis and/or as required by the Supervisor*, the action and result oriented 'Investment Memo', 'Divestment Memo', and 'Trading Memo' of the securities for the client(s) portfolios.
- Develop and communicate the strategy to generate alpha on the portfolios of client(s) under its management.

Garima Capital Limited
गरिमा क्यापिटल लिमिटेड
Kathmandu, Nepal

- Develop and communicate the strategy to make good any deviation as outlined and suggested by the 'Portfolio Performance Report' forwarded by the separate Evaluation Unit.
- Communicate to the PMS Clients (either through phone call or visit) under its management on a monthly basis about the performance and position of their portfolios.
- Prepare the action oriented 'Portfolio Rebalancing Report' of the Clients on a periodic basis.
- Ensure the investment management activities are in full compliance to the Investment Policy Guidelines and Standard Operating Procedures of the Company.
- Monitor, *on a regular basis,* the client's portfolio to make sure client's portfolio growth percentage is always above the benchmark followed/set by the Company.
- Provide constructive suggestions/feedbacks to the supervisor in order to attain the objective of maximization of client's profitability in every favorable/unfavorable situation.
- Assist supervisor by collecting varieties of data, facts and other inputs in conducting research for the purpose of selection of appropriate stocks while constructing the portfolio of PMS clients.
- Track, *on a regular basis,* the price movements of the recommended scrips in Investment/ Divestment Memo and Stock Recommendation Memo and take investment actions through consultation with the Supervisors after the recommended price targets are reached.
- Collect, verify, classify, analyze, interpret and communicate all the information of the companies or any other sectors deemed material for investment/divestment decision.
- Perform both fundamental and technical analysis of securities, to determine the potential investment/trade.
- Assist the Department Head in determining the optimum investment strategy to be taken under different market environment and movements.
- Join the Meeting between and among the Department Team and other personnel of the organization as and when needed.
- Stay up to date with market developments, new investment products and all other areas that can affect the markets,
- Ensure the proper documentation of the investment management activities undertaken.
- Report and communicate the daily performance and progress of the duties.
- Carry out other assignment on case-to-case basis, as instructed by supervisor.

Qualification and Experiences:

- Master of Business Administration (MBA) or equivalent.
- At least 2 years of experience in the relevant field.
- Age not exceeding 40 years.

Garima Capital Limited
Kathmandu, Nepal

Required Skills and Attributes:

- Sound knowledge of Investment and Securities Market of Nepal as well as International Market.
- Sound knowledge of Fundamental and Technical analysis.
- Demonstrate knowledge about Accounting, Financial Modeling and Valuation Techniques.
- Report writing skills.
- Sound Microsoft Office knowledge and skills.
- Excellent communication skills (both written and spoken).
- Learning attitude and self-motivated.
- Ability to work in a *Team* as well as independent functioning.
- Ability to demonstrate Adaptable and Flexible behavior.
- Leadership skills.

Salary and Benefits:

As per Company's Policy.

How to apply:

Interested candidates are requested to send their formal application to recruitment@garimacapital.com by **11th April, 2024 (29th Chaitra, 2080)** before 17:00 hours.

Selected Candidates are required to attend interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.

Garima Capital Limited
Kathmandu, Nepal