

**ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) ANALYST**  
**SALARY: MARKET RELATED**

KZN Growth Fund is a private equity and private debt Fund based in Durban reporting to the KwaZulu Natal Department of KZN Economic Development, Tourism and Environmental Affairs (EDTEA). The Fund seeks to appoint an experienced and suitably qualified ESG Analyst.

**The ideal individual will be allocated the following responsibilities:**

- Working within an investment team to support the implementation of the organization’s commitment to ESG integration in investment processes;
- Ensure ESG principles, plans and issues are adopted in the investment decision-making process and enforce compliance thereon;
- Conduct ESG due diligence to select investment opportunities and portfolio investee companies;
- Conduct periodic impact analysis and engages with portfolio companies on ESG issues;
- Report on ESG performance, plans and issues as required by business and stakeholders;
- Provide in depth and creative analysis of ESG and global mega trends impact themes, evaluate its market potential, and define metrics that can be used to measure and report on the impact on environment/society;
- Supporting and developing tools for the effective integration of ESG analysis into the investment process;
- Conduct thematic researches and contribute to investment discussions and reports, especially on topics in relation to ESG issues;
- Track ESG and sustainability trends and provide insights on how they affect client goals and the Fund’s offering and
- Presenting analysis and providing guidance on the ESG risks and opportunities that impact on investments.

**Policy, Procedure, Methodologies and Process Development**

- Develop ESG processes and policies to assess and monitor potential investments.
- Obtaining approvals from the relevant authority, workshop and implement. Apply and incorporate tools to assess and manage ESG risks.
- Development of ESG policies that align with KGFT’s mandate, local and national legislation as well as the ESG regulatory universe.
- Assess and make recommendations to maintain good policies and procedures to assist in the investment activities.

**ESG Management**

- Assess, compile and develop quarterly and annual ESG Report (internal and investee companies).
- Prepare and assist the investment team in the appraisal of ESG information received (quantitative and qualitative) in terms of mandate, policies and ESG compliance.
- Undertake quarterly site visits to investee companies.
- Assist in ad hoc tasks of performance, attribution within the risk and compliance department.
- Prepare and assist PIO to complete quarterly report of each portfolio company in line with agreed reporting:
- Prepare and contribute towards the development and publishing the KGFT Annual Integrated Report.

**ESG Advisory, Training and Awareness**

- Develop and publish ESG awareness posters and projects (e.g., waste management (recycling)).
- Provide ad hoc advise to KGFT staff who require ESG advise and support.
- Review tender documents and advise the Bid Evaluation Committee (BEC).
- Review and assist in legal agreements to ensure risk protection and right.

### **ESG Project Appraisal**

- Preparation of submissions supporting the investment thesis, Initial screening reports (ISR), Final appraisal reports (FAR), ESG reports and action plans, value added plans, etc.
- Review and assist in legal agreements to ensure risk protection and right
- Work in conjunction with the IO and risk officer in conducting and preparing due diligence reports on project proposals for the internal risk committee (IRC), investment committee (IC) and possibly the Board (BoT).
- Contribute towards the development and presentation of post-investment monitoring reports.

### **Qualifications and Experience Requirements:**

- A Post-Graduate Degree in Social, Environmental Sciences, Engineering, Developmental studies or similar;
- Minimum 3-years' experience working within a sustainable/ESG environment;
- A keen understanding of ESG matters and knowledge on how companies manage and report on ESG issues;
- Excellent verbal and written communication skills in English are essential and experience in communicating with senior executives and external stakeholders is desirable;
- Highly motivated, organized and disciplined in managing work flows;
- Ability to function well in a diverse team;
- Able to analyse and present data in a structured and consistent manner and A self-motivated and enthusiastic individual with excellent attention to detail.
- Understanding of ESG, investment and related policy;
- Understanding PE partnership agreements;
- Strong stakeholder engagement capability;
- Understanding of various reporting principles and codes;
- Project Management.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

**Interested applicants should forward a motivation letter of how each of the entry requirements are met, a detailed CV, certified copies of qualifications and ID document to:**

**[recruitment1@kzngf.co.za](mailto:recruitment1@kzngf.co.za)**

**CLOSING DATE: 01 September 2023**