

Job Title: Investment Portfolio Manager

Overview: MDY Legal is part of a consortium which is managing an infrastructure Programme for the UK's FCDO aimed at supporting inclusive and low-carbon economic growth, poverty reduction and climate resilience through infrastructure and urban development. The Investment Portfolio Manager will work as part of the team to manage and deliver technical assistance projects within the Programme's investment portfolio.

Summary / Objective: To manage the portfolio of technical assistance (TA) work, including delivery against the Programme's strategy for the investment thematic. This will include support to develop and update the Programme's strategy for the investment TA portfolio, managing the delivery of investment projects within the portfolio and identifying and progressing a pipeline of investment capital (CDEL) opportunities across the programme.

Key Responsibilities:

Developing and delivering on the Programme's strategy for the investment TA portfolio

- Work closely with the Targeted Offer and Investment Thematic Lead to define and update the Programme's strategy for the investment TA portfolio
- Communicate the Programme's strategy for the investment TA portfolio with key internal and external stakeholders, including FCDO and the wider Programme team
- Stakeholder engagement with the wider finance ecosystem relevant to the delivery of the strategy, including but not limited to development finance institutions, multilateral development banks, international financial institutions and private sector financial institutions

Managing the delivery of the Programme's investment projects within the TA portfolio

- Work closely with the FCDO to identify and respond to requests for TA support within the investment portfolio
- Liaison with FCDO Posts / prospective Programme clients to scope, define and agree new infrastructure and urban TA projects within the investment portfolio
- Reporting on delivery and progress of projects within the TA portfolio and identifying lessons learned as part of the Programme's regular reporting cycle
- Where relevant, delivery of specific investment TA projects

Identifying and progressing a pipeline of investment capital opportunities across the programme and supporting investment capital deployment

- Liaise with the Programme delivery teams to identify opportunities to deploy investment capital / infrastructure funding across the Programme countries
- Stakeholder engagement with UK government departments to understand opportunities to extend the UK's impact in infrastructure development and investment capital funding
- Chair regular pipeline calls with FCDO and other relevant stakeholders to progress specific opportunities

Requirements:

Qualifications

- Degree in relevant discipline
- Experience of working at PIDG, BII, UKEF or a comparable organisation in a technical role. If the comparable organisation is not within the UK government ecosystem experience working in the UK government as well would strongly be preferred
- 5-10 years of work experience

Skills and Competencies

- Experience in infrastructure investment internationally, preferably within a developing country context but not essential
- Ability to scope, manage and deliver projects with limited input across a range of sectors and subjects
- Ability to manage competing priorities and escalate risks / issues in a timely manner
- Exceptional stakeholder and relationship building skills, both in-person and virtually
- Proven skills in leading conversations with senior stakeholders across public and private sector institutions and influence decision-making
- Ability to work in complex and multi-organisational teams from diverse backgrounds

Reporting to: Targeted Offer & Investment Lead (who are members of the programme team)

Working location: London (preferred), the ideal candidate would be able to spend a day a week within the Programme's Central London Office.

Start date: Immediate

Term: The role is tied to the programme, with an initial period until March 2025, with the possibility of a 6 month and then three year extension (subject to FCDO approval). The role can be part-time or full-time, although a minimum of 80% FTE is expected.