

DEPARTMENT: PRIVATE EQUITY DEPARTMENT (PED)

- 1. Position: Assistant Manager**
Unit: Direct Unquoted Investment
Report to: Head of Private Equity

Summary Position:

To assist the Head of Private Equity in executing all investment matters surrounding Private Equity particularly for Direct Unquoted Investments, compliance with TAT Act, Trustee Act, Investment Policy & Guidelines (IPG) and the requirement of the ISO.

Key Accountabilities:

- a) To assist the direct unquoted investment unit team in monitoring the business development of the investee companies which consist of subsidiaries, associates, equity & joint ventures companies and to ensure that they are in line with LTAT's business direction in terms of strategy, performance and corporate governance;
- b) To evaluate and assess the viability of any corporate proposals in line with PE's strategy objectives;
- c) To assist and supervise subordinates in undertaking in-depth analysis for new direct investments as well as for existing investee companies;
- d) To assist the Head of Private Equity in the disposal exercise where necessary;
- e) To review reports (investment activities, matters arising, new proposal & etc) in a timely manner with acceptable quality;
- f) To execute engagement strategy and manage engagement process or practices as well as plan meetings to enable a more meaningful and effective discussion with management of investee companies as part of proactive management;
- g) To consistently engage with LTAT's Nominee Directors for the purpose of obtaining additional and updated information about the company as part of monitoring activities;
- h) To identify, assess new potential investment ventures that would be beneficial to LTAT;
- i) To manage and monitor processes pertaining to attending AGM/EGM of investee companies, to attend AGM/EGM where necessary to facilitate greater understanding of the company's operations and performance as well as to express LTAT's view to the Board and Management on any areas of concerns;
- j) To assist & co-ordinate the preparation of yearly budgets and to monitor achievement of budget;
- k) To supervise the preparation of valuations of all investee companies; and
- l) To assist on matters pertaining to Investment Division, National Audit Department, FAD and others;
- m) To assist in establishing the PE framework and to ensure implementation of tasks/initiatives in accordance with the framework;
- n) To supervise the initiating and implementing of all initiatives related to PE;
- o) To work closely with the Head of Private Equity & Manager to set the department's KPI; and
- p) To perform any other relevant or ad-hoc duties/responsibilities as and when requested by Head of Private Equity from time to time.

Qualifications:

- a) Possess a Master's Degree or a Bachelor's Degree in Investment Analysis / Finance / Accounting / Economics / Business Administration or equivalent related Degree with honours from reputable and recognized University by Government.
- b) Minimum seven (7) years of experience in Private Equity (Direct Investment or Indirect Investment Funds).
- c) Diploma holders in relevant field with minimum 12 years' experience in Private Equity (Direct Investment or Indirect Investment Funds) or Public Markets can also be considered.
- d) Experience in financial analysis & financial modelling will be an advantage.
- e) Possess excellent interpersonal and communication skills and fluent command of both spoken and written in English & Bahasa Melayu.
- f) Good understanding of TAT Act 1973, Trustee Act, Companies Act 2016 and any other relevant Acts or Guidelines by the relevant authorities.
- g) Ability to think strategically, creative, focus and generate ideas.
- h) Ability to manage tight deadlines and work under pressure with minimal supervision.
- i) Strong analytical and qualitative skills.
- j) Strong writing, verbal and presentation skills.
- k) Work well with others in a team environment.
- l) People development.
- m) Resourceful, results driven and possess leadership qualities.
- n) Ability to deal with people at all levels and lead a small team.

DEPARTMENT: PRIVATE EQUITY DEPARTMENT (PED)

- 2. Assistant Manager**
Unit: Indirect Investment (Funds)
Report To: Head of Private Equity

Summary Position:-

To assist the Head of Private Equity in executing all investment matters surrounding Private Equity particularly for Indirect Investments in funds or funds of funds and to ensure that all investments are in compliance with TAT Act, Trustee Act, Investment Policy & Guidelines (IPG) and the requirement of the ISO.

Key Accountabilities:-

- a) To assist and supervise subordinates on deal origination by undertaking in-depth analysis for new investments and execution from acquisition through exit;
- b) To provide guidance and assistance to subordinates in terms of financial modelling and due diligence coordination;
- c) To provide input to the Head of Private Equity for strategic development and acquisition opportunities;
- d) To review, provide inputs and improvise Investment papers prepared by Executives for presentation to IC/IP/Board meetings;
- e) To assist the Head of Private Equity in monitoring the performance of the investment portfolios, sourcing deals and handling transactions;
- f) To assist the Head of Private Equity in achieving the desired weighting as determined by the Strategic Asset Allocation;
- g) To supervise subordinates and assist the Head of Private Equity in developing investment strategies and in discussion & negotiating with General Partners;
- h) To execute engagement strategy and manage engagement process or practices as well as plan meetings as to ensure effective discussion with the General Partners (GP);
- i) To assist & co-ordinate the preparation of yearly budgets and to monitor the achievement of budget;
- j) To assist on matters pertaining to Investment Division, National Audit Department, FAD and others;
- k) To assist in establishing the PE framework and to ensure implementation of tasks/initiatives in accordance with the framework;
- l) To supervise the initiating and implementing of all initiatives related to PE; and
- m) To work closely with the Head of Private Equity & Manager to set the department's KPI; and
- n) To perform any other relevant or ad-hoc duties/responsibilities as and when requested by Head of Private Equity from time to time.

Qualification:-

- a) Possess a Master's Degree or a Bachelor's Degree in Investment Analysis / Finance / Accounting / Economics / Business Administration or equivalent related Degree with honours from reputable and recognized University by Government.
- b) Minimum seven (7) years of experience in Private Equity (Direct Investment or Indirect Investment Funds).
- c) Experience in financial analysis & financial modelling will be an added advantage.
- d) Possess excellent interpersonal and communication skills and fluent command of both spoken and written in English & Malay.
- e) Good understanding of TAT Act 1973, Trustee Act, Companies Act 2016 and any other relevant Acts or Guidelines by the relevant authorities.
- f) Ability to think strategically and understand the big picture.
- g) Ability to manage tight deadlines and work under pressure with minimal supervision.
- h) Strong analytical and qualitative skills.
- i) Strong writing, verbal and presentation skills.
- j) Work well with others in a team environment.
- k) Resourceful, results driven and possess leadership qualities.
- l) Ability to deal with people at all levels and lead a small team.

DEPARTMENT: PRIVATE EQUITY DEPARTMENT (PED)

- 3. Position: Senior Executive**
Unit: Direct Unquoted Investment
Report to: Head of Private Equity

Summary Position:

To provide the necessary support to the Assistant Manager on all investment matters surrounding Private Equity particularly for Direct Unquoted Investments.

Key Accountabilities:

- a) To conduct detail industry and business evaluation of new investment opportunities for direct unquoted investment;
- b) To analyse and evaluate investee's company performance (strategy, financial performance, outlook and valuation) as well as to identify & address shareholders' key issues as part of monitoring activities;
- c) To create and update detailed financial / valuation models of investee companies;
- d) To prepare disposal papers for companies which are due for divestment;
- e) To prepare presentation materials for Investment Committee meeting, Investment Panel meeting and LTAT's Board meeting;
- f) To perform annual visit to companies under supervision, plant, factory to keep abreast of the company's development and as part of monitoring activities and relationship management with investee companies;
- g) To maintain information database relating to companies under supervision;
- h) To monitor receipt of dividend;
- i) To assist the Assistant Manager/Investment Manager in matters relating to direct unquoted investment;
- j) To prepare the yearly budgets (income & expenses) for companies under supervision and to monitor the achievement of the budget;
- k) To produce valuations of companies under supervision;
- l) To liaise with external as well as internal parties namely National Audit Department, FAD, RMCD, LSD, other Investment departments and others on matters which require PE's input;
- m) To be part of the team that review and improvise PE's current SOPs;
- n) To contribute to the establishment of the PE framework and to ensure implementation of tasks/initiatives in accordance with the framework;
- o) To take charge on certain investment initiatives which are related to PE; and
- p) To perform other ad-hoc tasks/duties as and when requested by the Head of Private Equity from time to time.

Qualifications:

- a) Possess a Bachelor's Degree/Post Graduate Diploma in Investment Analysis / Finance / Accounting / Economics / Business Administration or equivalent related Degree with honours from reputable and recognized University by Government.
- b) Minimum four (4) years of working experience in the related field.

- c) Experience in financial analysis & ability to construct financial modelling will be an added advantage.
- d) Possess excellent interpersonal and communication skills and fluent command of both spoken and written in English & Malay.
- e) Reasonable knowledge of TAT Act 1973, Trustee Act, Companies Act 2016 and any other relevant Acts or Guidelines by the relevant authorities.
- f) Willing to learn, hardworking, passionate, discipline and honest.
- g) Ability to manage tight deadlines and work under pressure with minimal supervision.
- h) Strong analytical and qualitative skills.
- i) Strong writing and presentation skills.
- j) Work well with others in a team environment.