

Job Title:	ESG Manager	Reports to:	Chief Operating Officer
Location:	35 Fricker Road, Illovo,	Travel Required:	Yes – across Africa and locally within SA
HR Contact:	Kalene Lang klang@ethos.co.za	Date posted:	May 16, 2018

About Ethos Private Equity

Founded in 1984, Ethos pioneered South African private equity, concluding the first private equity-led acquisitions in the country. Since then, Ethos has been widely considered to be the most experienced and successful private equity investment team in South Africa.

In 2016, Ethos transitioned into a broader investment firm, managing investments in private equity and credit strategies in South Africa and selectively in sub-Saharan Africa. Furthermore, Ethos also launched Ethos Capital, an investment vehicle listed on the JSE, designed to offer investors long-term capital appreciation by investing in a diversified portfolio of unlisted investments managed by Ethos Private Equity.

Ethos seeks to leverage its understanding of the South African and sub-Saharan African markets to target small- to mid-sized companies best positioned to benefit from the region’s unique growth dynamics. As an active investor, Ethos has capitalised on its experience of owning businesses across a variety of investment, economic and political cycles to maximise value post-investment and generate superior returns.

Ethos is currently at the end of the investment program of Ethos Fund VI. At c.R8.4bn in commitments, Fund VI is one of the largest pools of third-party capital in Africa. The fund raising process for Ethos Fund VII is currently under way and is expected to be of a similar size. Ethos is also investing the Ethos Mid-Market Fund I (c.R2bn) and at final stages of a first closing of the Ethos Mezzanine Fund 3 (c. US\$150m).

At Ethos we think and act as owners and investors. We are courageous and optimistic. We have a collaborative bias to all we do. We appreciate and embrace feedback. We value strong relationships and continuously build trust.

Overview of role:

The ESG Manager will play an integral role in supporting the investment teams by ensuring implementation of the Ethos’ ESG policies and processes across all the funds and portfolio companies. This will include compliance with the underlying fund agreements.

Key Responsibilities

Manage ESG assessment, due diligence and framework implementation

Pre-Acquisition Due Diligence:

- Assess gaps against the Fund’s ESG requirements / policies and identify opportunities for value addition.
- Site visit at potential portfolio companies to assess, investigate and confirm against ESG requirements as set out in the SEGMS or investor side letters.
- Appoint and manage specialist consultants for complex ESG due diligence and / or monitoring.
- Review SEDDs for Category A (High) and B (Medium) investment opportunities.
- For all Category C investment opportunities perform the SEDD.
- Contribute to the evaluation of investment proposals, including via investment committee papers and meetings.
- Support in negotiations with portfolio companies to ensure that ESG rights are embedded in legal agreements, including ESG action plans (where appropriate).

Portfolio Management Support

- Post-investment, work with portfolio companies to manage ESG risks, improve their ESG management systems, policies and procedures, including the implementation of action plans (where relevant).
- Monitor and report back to investors on ESG compliance.
- Regularly monitor portfolio companies compliance with the Fund / GP's ESG requirements and policies, including the implementation of agreed action plans and/or by attendance of ESG sub-committees of boards such as SECs (as required).
- Perform on site visits which may include the rest of Africa.

ESG compliance including Reporting

- Develop, maintain and update the Social, Environmental and Governance Management System ("SEGSM") and ESG standardised products.
- Implement the SEGSM across all investment platforms and ensure all the Funds comply.
- Complete the Ethos Sustainability Report which includes collating information and case studies from portfolio companies via interim surveys (improve and automate this function as necessary) and interpreting this information into meaningful reports for investors.
- Responsible for investor reporting on ESG matters/disclosures and adhering to the Funds' ESG requirements.

Other:

- Represent the Funds/GP with external stakeholders, including limited partners and at responsible investment conferences.
- Responsible for research on ESG trends and global best practice.
- Contribute to ESG training – internally and externally.
- Provide technical advice and value add to portfolio companies and deal teams.

Leadership

- Builds meaningful relationship with deal teams and SEC's within portfolio companies and investors.
- Effectively integrates front and middle office requirements and teams related to ESG.
- Upholds the Ethos values in all interactions – internally and externally.
- Contributes to at least one Firm – Building initiative.

Knowledge and Skills required

- Motivated self-starter
- Independent thinker – curious, innovative and displays initiative.
- Existing networks and a keen origination mind-set.
- High levels of EQ and self-awareness.
- Strong, proven communication skills (written & verbal) and the ability to articulate and frame arguments / points.
- Developing negotiation skills. Displays logical reasoning and structure.
- Proven report writing skills – including the ability to translate quantitative data into qualitative insights.
- Strong stakeholder management skills.
- Willingness and ability to travel (sometimes at short notice).

- Strong track record in independently managing and prioritising multiple work streams and a diverse workload.

Qualifications and Experience required

- Post graduate university degree in a relevant discipline, preferable environmental studies; development studies/development finance; or similar
- Minimum 5 years' experience in a relevant role.
- Extensive knowledge of ESG matters – ideally across a broad range of sectors, with specialization in a few starting to develop.
- Ideally experience in supporting requirements as set out by DFI and other regulated investors.
- Environmental and Social Impact Assessments (ESIA, EIA, SIA etc.)
- Developing and implementing a framework for the early identification, evaluation and mitigation of potential reputational risks and credit losses resulting from environmental, social and ethical issues
- Professional experience in developing countries, especially Africa

Ethos embraces employment equity; as such preference may be given to candidates of colour.