

Research Analyst

Position Description

Contact Jholt@dryassociates.com to apply

Responsibility

The Research Analyst is primarily responsible for developing the securities analysis required to support the Company's purchase of investment products. This requires developing original research to guide the Head of Trading, Investment Committee, Unit Trust Department and Pensions Department on profitable investments. The research will include fundamental and technical analysis of stocks, bonds and other investment products. In addition, the Research Analyst shall work with the Lead Research Analyst in origination work supporting the issuance of debt and equity securities.

Reporting Relationship

The Research Analyst shall report to the Lead Research Analyst.

Duties

The duties of the Research Analyst are varied, but the following are key areas of concentration:

1) Preparation of Securities Analysis for the following:

NSE Stocks

- Develop and update a quarterly Recommended List of equities for purchase and sale on the Nairobi Stock Exchange.
- Keep a permanent record of buy and sell recommendations based on a sample KES 10M portfolio which shows profit or loss performance on an ongoing basis. This sample portfolio will reflect the Company's "house view" on NSE securities.

Offshore Mutual Funds

- Review the literature distributed by Franklin Templeton to develop a Recommended List of funds for purchase by the Company's investors.

International Stocks & Bonds

- Review all available literature and develop a recommended list of equity and debt securities that would be appropriate and profitable investments for the Company and its clientele. Work closely with the Head of Trading to continually update these recommendations.

Weekly Report

- Prepare a Weekly Report which captures the most current information together with commentary on all the above and any other assets under consideration ensuring that it is a useful to company traders and portfolio managers.

2) Assist the Research Analyst with Origination Work as follows:

Dry Associates Headquarters
188 Loresho Ridge Road
P.O. Box 684 - 00606, Nairobi, Kenya
0111 014 600 | 0705 799 971 | 0738 253 811

The Company prepares an Information Memorandum for each Issuer of Commercial Paper (CP), Bonds or Equity. The Research Analyst shall assist in preparation of these documents. In addition, the Research Analyst will assist with preparation of the annual updates of supporting documentation as long as the Issuer remains a client.

- The Research Analyst shall assist in annual preparation and updating of fact sheets for each Issuer.
- The Research Analyst shall assist with review and updating all marketing material such as power point slides and literature supporting issuance of fixed income securities so that they are current and being used by the sales staff.
- As directed by the Lead Research Analyst, the Research Analyst shall work with lawyers, accountants, and other parties to the transaction when preparing an Information Memorandum for an issuance.

3) Compile Data on Industry Participants

For Banks, Deposit Taking Microfinance Institutions and Microfinance companies, compile quarterly data to rank and evaluate comparative financial performance using publicly available data. This analysis will inform the Investment Committee in its selection of qualifying Fixed Deposit Receipt programs. Use Dry Associates' existing templates.

For Investment Banks (including Dry Associates), Fund Managers and Stockbrokers, compile semiannual data to rank and evaluate comparative financial performance using publicly available data. For Unit Trusts, similarly, compile and rank semiannual data to evaluate financial performance.

- Assist in preparing fact sheets and other documentation for Dry Associates' fixed deposit programmes, Unit Trusts and CP programmes.
- Work with partner banks in supporting Dry Associates' fixed deposit relationships with periodic calls with management and maintaining and analyzing bank financial statements

4) Assist in the regular issuance of the following Dry Associates' communication and public relations commentaries:

Newsletter(s)

- Assist in preparing certain sections of a quarterly newsletter.
- Prepare the Commentary Section of the Weekly Report.
- Assist in preparing fact sheets and other documentation for the firms' fixed deposit programmes

5) Assist in new initiatives such as the following:

Private Equity

- Identify potential PE targets and assist the Lead Research Analyst and Senior Management in growing the transaction pipeline.
- Work with senior management in the roll out of private equity services.



- Assist senior management in preparing any Listing Documents supporting the listing of companies on the Nairobi Stock Exchange.

6) Assist in preparing monthly Unit Trust performance reports & fact sheets.

- Work with the Unit Trusts Administrator and Lead Research Analyst to prepare monthly performance reports for the Dry Associates Unit Trusts according to CMA performance reporting guidelines.
- Assist the Unit Trusts Administrator with timely research & advice on various Unit Trusts investments.

Accountabilities

The Research Analyst’s performance shall be evaluated on the following accountabilities:

- 1) Working with the buy side of the Company, but particularly the Head of Trading to provide current research on local NSE equities and foreign (selected US and international) equities.
- 2) Ensuring that there are always recommended Franklin Templeton funds for purchase with corresponding research to support those recommendations.
- 3) Ensuring that there are always recommended international stocks and bonds for purchase by the Company and its clients with corresponding research.
- 4) Assistance in the preparation of origination documentation.
- 5) Compiling and evaluating financial performance of banks and other financial entities on a timely basis.

Qualifications

- Member of ICIFA

Initials: _____	Incumbent	Date: _____
_____	Lead Research Analyst	Date: _____
_____	MD	Date: _____