

## Vacancy Announcement

<b>Position</b>	<b>Investment Manager – Impact Investing &amp; Blended Finance</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Paris, France	<b>Type of contract</b>	Open-end
<b>Contract duration</b>	Open-end	<b>Security risk level</b>	Calm (1/4)

## About Acted

Acted's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 100 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 40 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

## Position's context and key challenges

Acted is a leading international NGO working towards a 3ZERO world – Zero Exclusion, Zero Carbon, Zero Poverty – through a triple mandate as a humanitarian, environmental and development actor. In 2025, the Acted group – including its affiliated entities Impact Initiatives, Oxus and Convergences – mobilised around €500 million and supported 17+ million people across 40 countries, with 5,000+ staff. Acted has raised over €45 million from private investors since 2006 and is accredited to the Green Climate Fund.

This position offers hands-on exposure to impact investing, blended finance structuring and capital raising within an international organisation operating in complex humanitarian, development and climate contexts. Acted is looking for an Investment Manager – Impact Investing & Blended Finance to manage its impact investment portfolio, structure new financing vehicles, and mobilise private capital alongside one of the world's leading humanitarian, development & climate action NGOs.

The role sits at the heart of Acted's Investment "pillar" – a transversal platform which manages Acted's investment portfolio – including the Oxus microfinance network in Central Asia (50,000+ active borrowers, mostly rural women) – and develops innovative financing solutions for fragile contexts.

## Key roles and responsibilities

Under the authority of the Vice Chief Executive Officer for Mobilisation, Innovation and Investment (VCEO), the Investment Manager is responsible for the management of Acted's two impact investment portfolios (private equity and project finance), including the sourcing, analysis, execution and monitoring of transactions, as well as participation in the governance of investee entities – including the Oxus microfinance network.

He/she contributes to the development of Acted's investment strategy: structuring new vehicles and blended finance mechanisms, and mobilising capital from co-investors, donors and financial partners alongside Acted.

He/she also ensures that the administrative, financial and legal obligations of the structures holding Acted's investments (holdings and dedicated vehicles) are duly met.

### 1. Investment portfolio management (~30% of time, indicative)

- Sourcing of investment opportunities for both portfolios (equity, debt, hybrid instruments);
- Analysis, financial modelling, due diligence (financial, legal, ESG) and drafting of investment notes and memoranda;
- Monitoring and follow-up of completed transactions, including participation in the governance bodies of portfolio entities (boards of directors, ALCO-type committees);
- Collection, consolidation and critical review of financial and non-financial KPIs, and monthly submission of the KPI report (ESG and impact indicators such as IRIS+/SDG, climate / green taxonomy indicators);

- Ongoing dialogue with the executive management of the companies in which Acted holds direct or indirect stakes (CEOs and CFOs of the Oxus subsidiaries in particular);
- Timely escalation to Management of identified alerts and opportunities, together with clear recommendations;
- Technical assistance missions to portfolio entities as required.

## 2. Innovative finance & capital mobilisation (~30%)

- Structuring of blended finance mechanisms (guarantees, risk-sharing, concessional loans, blended finance);
- Contribution to the design of new investment vehicles and financing facilities (structuring, term sheets, memoranda);
- Mobilisation of co-investors, donors and financial partners to allocate capital through or alongside Acted;
- Contribution to the preparation and execution of Acted's capital-raising operations (bond issuances and similar instruments);
- Preparation of presentations and memoranda for investors, DFIs, development banks, foundations and donors;
- Support to Acted missions on blended finance / public-private financing projects: risk and opportunity analysis, development of proposals, budgets and logical frameworks (logframes).

## 3. Governance, administrative management & oversight (~25%)

- Ensuring that the accounting, financial and legal obligations of the investment holding structures (holdings and dedicated vehicles) are duly met, in liaison with the statutory auditors and chartered accountants;
- Monitoring of treasury and intra-group financial flows (updating of monitoring tools, management of the loan to Oxus);
- Preparation of meetings and information notes for the governance bodies of the holding structures (boards of directors, general meetings);
- Regulatory and tax watch on the obligations applicable to investment holding structures;
- Supervision, training and development of the unit's intern or analyst (objectives, recruitment with HR, appraisal);
- Documentation, knowledge management and continuous improvement of processes; any other task assigned by management.

## 4. Strategic development & partnerships (~15%)

- Identification of investment opportunities arising from Acted programmes and group entities, in liaison with field teams and other HQ departments (HQ↔HQ, HQ↔field, Acted↔Group);
- Development of partnerships with impact investors, financial institutions and social enterprises;
- Representation of Acted within the international impact investing and development finance ecosystem (pitches, conferences, sector events);
- Production and roll-out of tools adapted to field teams and delivery of internal training (budgets, business plans, due diligence, market analysis).

### Required qualifications and technical competencies

- Master's degree (Grande École, University, Sciences Po or equivalent) in finance, economics or development; CFA or equivalent appreciated;
- 4 to 8 years of experience in impact investing, private equity, private debt, development finance (DFI), transaction services, corporate finance or microfinance institutions - years of experience assessed with flexibility for candidates demonstrating strong commercial drive and portfolio autonomy;
- Experience working across emerging and frontier markets is an asset.
- Excellent financial analysis and modelling skills; proven ability to originate and structure investment opportunities in emerging markets;
- Experience in investment transactions and/or capital raising; good understanding of blended finance mechanisms;
- Strong drafting skills (investment memos, board papers, investor reporting);



- Good understanding of ESG and impact measurement frameworks (IRIS+, SDGs or equivalent, green taxonomy);
- Strong autonomy, entrepreneurial mindset and excellent interpersonal skills; ability to work independently within a lean team in a fast-paced, evolving environment ;
- Intellectual curiosity; use of AI tools for analysis, modelling, market intelligence and improving the unit's internal processes ;
- Fluent French and English required; Russian is a significant asset.

### Conditions

- Annual salary of between €50,000 and €60,000 gross (before income tax), depending on qualifications and experience.
- Meal vouchers (“tickets restaurant”) during stays at HQ,
- 50 per cent of travel costs in Paris covered (Navigo travel pass)
- Pension, health insurance, life insurance
- Position based at Acted’s head office in Paris 8

### How to apply

Please send your application (CV and letter of motivation) by email ([jobs@acted.org](mailto:jobs@acted.org)) or below, including the reference: **RI/HQ**