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<table>
<thead>
<tr>
<th>JOB VACANCY FORM</th>
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<tr>
<td>X Full-time</td>
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<td>□ Part-time</td>
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<td>□ Summer-Job</td>
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<td>□ Internship</td>
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**Job Title:** Head of Financial Advisory Services

**Application Deadline:** NA

**Reference Number:** 271113-2

**Company Description**

**TYPE:** □ Local  X Regional  □ Multinational

**INDUSTRIAL SECTOR:** Investment

**BRIEF FIRM PROFILE/DESCRIPTION:** Our company is a leading Financial institution in Kuwait, currently looking to recruit “Head of Financial Advisory Services” who will be responsible for launching, leading, providing and managing a full range of advisory services including Mergers and Acquisitions (Buy / Sell Side), IPO services (debt & equity), Market Analysis & Business Planning, Valuation Services, Due Diligence, private placements, and other dimensions of corporate finance and financial structuring transactions.

**Job Description**

**BRIEF JOB DESCRIPTION:**
**Background:**

Principal Duties and Responsibilities:

- Develop policies, strategies, and business plans for the Corporate Finance Services which are in line with The Company’s overall strategies and directions.
- Ensure availability of appropriate and updated tools, methodologies for arranging services to function effectively and offer innovative and practical solutions to our clients, tailored to their situation and enabling them to adapt to the developing business environment.
• Review assignment requests from clients and take necessary actions in liaison with the CEO
• Provide ongoing monitoring of the private placement portfolio including reviewing covenant compliance, updating financial models and projections, and specific credit and sector research.
• Analyse and research information on the client’s business including financial and non-financial (operational)
• Liaise and work closely with clients to obtain necessary information, scope the project, prepares draft proposals, budgets and time schedules, all the way through until closing of deals.
• Maximize sales efforts and implement effective selling and cross-selling channels and efforts to achieve the department financial targets and objectives set by the management.
• Negotiate the scope and terms of the project with the client and keep them informed on the progress of their transactions.
• Manage and conduct constant market research and analysis to ensure that adequate market awareness and information is maintained and that products and services remain in line with market best practices as well as client and legal requirements.
• Prepare detailed work plans for executing consulting projects and assigns resources.
• Provide counsel and advice on all Corporate Finance services and products.
• Maintain strong relationships with key banks, insurance companies, institutional investors and other sources of capital.
• Recruit, develop and train all direct subordinates to enhance their knowledge and skills.

Reporting:

Reports to: CEO

Qualification Requirements:

• Understand market dynamics in the Gulf in general and in Kuwait.
• Held senior roles in the investment banking or consulting sectors
• Decision maker
• Experience in lead advisory work.
• Experience in project management.
• Excellent communication & negotiation skills

JOB LOCATION(S):
City: Country: Kuwait

DEGREE:
X Bachelor X Master □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Business, Economics, Finance

WORK EXPERIENCE: minimum 10 years

SKILLS:
Languages Skills: X English □ Arabic □ French Other:
Computer Skills: Microsoft Office
Other Skills:

**SALARY**
Basic Salary Range: According to profile.

Other benefits include:
- X Accommodation
- X Health Insurance
- X Return Ticket
- X Bonus
- X Laptop
- X Mobile Phone
- □ Children’s Education
- X Transportation

**WORKING DAYS:** SUNDAY - THURSDAY

**WORKING HOURS:**

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**How to Apply**

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 271113-2

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

*Dr. Maryam Ghandour*
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E-mail: mg03@aub.edu.lb
Website: [http://www.aub.edu.lb/sao/cps/Pages/index.aspx](http://www.aub.edu.lb/sao/cps/Pages/index.aspx)

The job vacancies are for AUB students and alumni ONLY.