



REFINED INSIGHT

Job Description:
Senior Investigator
For
The Middle East and Africa

December 2018

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Senior Investigator

For the Middle East and Africa

Sibyline Ltd

Sibyline Ltd is a leading intelligence and strategic risk consultancy in the security sector. Since 2010 we have supported businesses, governments and NGOs through the provision of high-quality risk analysis, due diligence and consultancy services. The firm provides an innovative, entrepreneurial and fast-growing working environment, offering employees ever greater exposure to high profile clients and challenges. Sibyline offers fantastic opportunities for career progression within a successful company, and we aim to help our employees to build their own personal profiles as well-regarded analysts within the broader industry.

Key attributes of Sibyline employees are:

- Self-motivated, and auto-improving individuals who can couple initiative and boldness with good judgement
- Excellent written and spoken English
- Clarity of thought and analytical flair
- Strong, demonstrable interest in security and intelligence
- The ability to work under pressure, demonstrate leadership when required but also be able to collaborate effectively in teams
- Excellent attention to detail

Diversity Statement: Sibyline is committed to the recruitment and selection of candidates without regard for sexual orientation, gender, ethnicity, age, political beliefs, culture and lifestyle. The firm is committed to fostering a business culture that reflects these values and promotes #EqualityForAll.

Minimum Requirements

- Advanced (proven) internet / online database research skills
- In-depth knowledge of online public records and open source information and availability for the MEA region
- Creative research capabilities, ability to solve problems by thinking out of the box
- Expert comprehension of business, political, and corporate governance dynamics in MEA
- Advanced analytical and critical thinking skills
- Attention to detail
- Advanced writing and editing skills, professional oral and written communication skills
- Superior organisational skills, and the ability to set, manage and meet tight deadlines
- Proven ability to work in a fast-paced, deadline-driven environment
- Access to a network of in-country subject matter experts, industry contacts, etc (desirable)
- Experience working with and managing external consultants, subject matter experts, etc.
- Team player in attitude and output, whilst taking pride in own work
- Fluent / native reading – and ideally, speaking – fluency in Arabic, with French desired
- At least three years, but preferably 5 years, due diligence industry experience

General Role Description

Sibylline is looking for a highly-motivated, creative problem-solver, who has extensive experience in conducting database research across the entire due diligence spectrum (basic screenings to investigations). You must have proven success in leading multi-lingual, and multi-national, research teams; and managing complex multi-national research assignments. Individuals must possess a positive and enthusiastic work ethic, be simultaneously detail and big-picture oriented, and have the ability to review and edit research reports with speed and accuracy. Demonstrable successful management of client relationships is highly desirable.

This position represents an excellent opportunity for the right candidate to continue their development as a senior investigator and strategic risk analyst with a leading and expanding firm. We offer strong career progression, access to very high profile clients, and are invested in building individuals' personal professional profiles.

Duties and Responsibilities

Main responsibilities: due diligence

- Applicants must be well versed at conducting a wide array of due diligence research into subjects using a variety of internet-based resources and tools
- Identify relevant information, take the necessary time to understand details of research findings, and analyse their significance
- Write professional reports, with proper context, that demonstrate full comprehension of all issues and concerns raised through the due diligence process
- Manage projects that may require contributions from multiple team members, to include the following tasks: answer research-related questions, review/edit findings to be submitted to clients, checking for accuracy in research findings, and ensuring reports are succinct and clear in their presentation
- Review and edit the work of other researchers
- Liaise and coordinate with external consultants and subject matter experts, ensuring deadlines are met to the expected quality
- Communicate regularly with clients

Additional Functions

- Engage in regional analysis, as required;
- Attend industry standard events and promote Sibylline's reputation
- Uphold Sibylline company standards, culture, and ethics within the team;
- Potential for national/overseas work travel (5-15%)

Required Skills, Experience and Qualifications

Minimum

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- Advanced analytical and critical thinking skills
- Attention to detail
- Advanced writing and editing skills, professional oral and written communication skills
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- Access to a network of in-country subject matter experts, industry contacts, etc (desirable)
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- Team player in attitude and output, whilst taking pride in own work
- Fluent / native reading – and ideally, speaking – fluency in Arabic, with French desired
- At least three years, but preferably over 5 years, due diligence industry experience

Preferred

- Postgraduate degree, preferably in a major that required intensive qualitative research and report-writing (e.g. International Relations, Business)
- In-region experience is highly desirable
- Experience in successfully maintaining (and growing) client relationships is highly desirable
- Strong professional network;
- Strong initiative: ability to own tasks and deliver solutions under minimal guidance;
- Experience working with highly confidential information;
- Other regional language skills;
- Eligible to work in the UK

The remuneration for this role is negotiable for the right candidate, dependent on qualifications, aptitude and experience.

Closing date for applications: 23 December 2018

Interview/Start Dates:

Following filtration of candidates based on cover letter and CV, a writing assessment will be conducted (at an arranged time to suit you) to test writing ability and professional competence. Successful applicants will then be invited to interview in late December/ early January. Although an interview in person is preferable, we can conduct interviews via Skype if necessary. The successful candidate would ideally be available to start as soon as possible.

To apply for this position please email your CV and covering letter to recruitment@sibylline.co.uk with the subject line "MEA Investigator Opportunity"

Web: www.sibylline.co.uk

Email: info@sibylline.co.uk