



Job Description:

Embedded Due Diligence Analyst

February 2018

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Embedded Due Diligence Analyst

Location: Miami, USA or Mexico City, Mexico

Sibyline Americas Inc.

Sibyline 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 equal opportunity.

Minimum Requirements

- Postgraduate degree in international politics, international business, or a related field; with knowledge of basic financial and commercial concepts
- An excellent academic record (or equivalent professional experience) and demonstrable interest in Latin American and North American political and commercial connections
- Strong attention to detail, and determined in the execution of investigative research
- Strong analytical and writing skills, with native-level spoken and written English; with an aptitude for writing and editing with speed and accuracy in a fast-paced and collaborative environment
- Inclination to work in a process-driven environment, striving for consistency and conformity in methodology and output
- Portuguese and Spanish fluency
- The ability to manage multiple projects, often to tight deadlines
- A passion for finding the truth, and delivering high quality work
- High levels of integrity and initiative
- Thorough knowledge of political, security, criminal, and governance issues in the LATAM region and a strong interest in security and intelligence
- Excellent research skills, and ability to rapidly digest, evaluate and “sift” large quantities of information

General Role Description

Sibyline Americas Inc. is looking for an experienced, professional and insightful Due Diligence analyst to join our team as an embedded analyst within a client's global security function, based in Miami or Mexico City. The embedded Due Diligence Analyst supplies and maintains analytical and investigatory services supporting research across the entire due diligence spectrum (basic screenings to investigations). Analysts will support multi-lingual, and multi-national, research and complex multi-national research assignments across the region. While the role is primarily based and focused on the Americas region, analysts are often faced with tasks of a global nature that require a broad understanding of global affairs. This role requires the ability to research and analyze a wide range of information and write regular high quality analytical reports to strict deadlines, which deliver insight and value to the client.

Applicants to these roles require the ability to research and analyse a wide range of information and write regular high quality reports to strict deadlines, which deliver insight and value to the client. In addition, you will engage directly with stakeholders within the client organisation to interpret their requirements, provide immediate support and consulting, and leverage depth support from the core Sibylline team. Aside from written analysis, we expect our embedded analysts to be to deliver concise and value-driven verbal briefs, and partake in stakeholder management. Your work will help our clients to make critical decisions about security and operational challenges.

This position represents an excellent opportunity for the right candidate to continue their development as a due diligence analyst within a leading and expanding firm. We offer strong career progression and are invested in building individuals' professional profiles.

Duties and Responsibilities

Essential Functions

- Conducting desktop research using various open source research tools and methods, and public records available online; and, innovative in the development of new research techniques and resources
- Conducting high quality research and analysis that covers various industry sectors
- Utilising a variety of research databases necessary for due diligence
- Verifying various data relevant to each subject in the due diligence process; determining what is and is not important in developing integrity profiles of due diligence subjects
- Clearly convey political and commercial dynamics that impact specific countries, with the support of Sibylline's regional analysts
- Reviewing, editing and verifying reports provided by external analysts and sources; a critical eye for detail is paramount; and, drafting internal reports
- Be an ambassador for Sibylline within the client organisation and play a pro-active part in maintaining and expanding the contract

Additional Functions

- Provide geopolitical analytical cover for regional analysts, as required
- Attend industry events and promote Sibylline's reputation
- Some international travel may be required

Skills, Experience and Qualifications

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Preferred

- Native regional insight; previous experience living or working in the region
- A proven track record of conducting research and providing analysis in a commercial context would be an advantage
- Ideally an existing network of contacts in Latin America, particularly Brazil, and comfort with developing strong working relationships with regional specialists
- Ideally 1-3 years previous experience working at a business intelligence firm, and demonstrable case management experience (research and analysis components of the due diligence process).
- Experience working with highly confidential information
- Additional language skills

Remuneration

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

Interview/Start Dates:

The closing date for applications is **1 March 2019**.

Following filtration of candidates based on writing sample and CV, a writing assessment will be conducted (at an arranged time to suit you) to test writing and analytical ability. Successful applicants will then be invited to interview in February. Interviews via Skype are available if necessary. The successful candidate would be available to start on 1 April.

To apply for this position please email your CV and covering letter to recruitment@sibylline.co.uk with the subject line "Miami Embedded Analyst opportunity".

Web: www.sibylline.co.uk

Email: info@sibylline.co.uk