



Investment Analyst - MENA

Location: Middle East/North Africa

Type: Full Time

Your Mission

The Investment Analyst is a critical part of our investment team in MENA, driving deal execution, portfolio management, and communication across a varied group of stakeholders. In this position, you will learn everything from the ground up, working with a high degree of autonomy while having access to a support system within Orbit's fast-paced, global environment. You will play a key role in signing new investments, assisting founders with their corporate governance and fundraising process, and representing Orbit's investment team locally in the region. This role requires strong communication, analysis, curiosity, and a deep interest in startups.

Your Responsibilities

Drive Results and Insights for Pipeline and Portfolio Companies

- Conduct due diligence and execute investment contracts for prospective deals.
- Assist founders with the resources and operations necessary for corporate governance and fundraising readiness
- Assist founders with the preparation of basic fundraising materials, including investment decks, financial models, and data rooms.
- Research, analyze, present, and document various steps of the investment process to drive strategic decision-making.
- Collaborate with the investment team to influence strategy internally and within portfolio companies.
- Maintain accurate investment data, metrics, and files related to existing and prospective deals.

Be Operationally Excellent

- Drive the execution of investment process tasks with high quality and speed, strictly adhering to standard operating procedures.
- Establish and maintain close relationships with portfolio companies, ensuring they regularly and effectively report key business metrics.
- Monitor and support portfolio companies to improve their overall fundraising efficacy and readiness.
- Track current events, competitor companies, and technology developments relevant to current and prospective investments.
- Perform other duties and responsibilities as assigned to support the investment lifecycle.

Engage Orbit and Local Ecosystems

- Build and maintain strong, long-term relationships with portfolio companies and founders as a trusted advisor and value-added resource.
- Build and maintain strong, long-term relationships with important ecosystem partners, such as other investors and distribution channels
- Collaborate with Orbit's community of mentors, advisors, and stakeholders to assist portfolio startups on topics including fundraising and business development.
- Track and actively participate in startup communities to stay at the forefront of ecosystem evolution and emerging trends.

- Represent Orbit as a local investment team member

Your First Months

In 1 month:

- Complete investment processing training
- Be familiar with Orbit programs, portfolio companies, and how the Orbit platform and services are structured
- Onboard a new company, and document, analyze, and present various steps of our rigorous investment management process
- Be familiar with the business situation of your portfolio companies and proactively own responses to their communications

In 3 months:

- Understand our investment strategy, know how to gather information and research potential investments and present rigorous analysis to the team
- Write effective and insightful investment committee memos
- Analyze portfolio follow-on round terms and fund ownership
- Successfully execute at least two (2) investment deals under direct supervision
- Have an in-depth understanding of your portfolio companies and begin working to optimize aspects of their business to improve performance.

In 9 months:

- Execute investment deals independently with minimum supervision
- Know how to make a startup company investment-ready, including pitching the vision and story effectively to investors, and building data rooms and financial models
- Have feedback from your portfolio companies that you are a trusted, value-added resource
- Begin building and leveraging your own network of investors

Your Profile

- Bachelor's degree
- 1-2 years work experience in a professional environment; Strong internship or fellowship experience acceptable.
- Fluency in English and Arabic is required.
- Demonstrated leadership in driving projects and initiatives to completion, even if given minimal direction.
- Strong attention to detail and ability to conduct independent research.
- Deep interest in startups and startup communities.
- Demonstrated analytical and problem-solving skills.
- Demonstrated systematic use of AI tools.

About Orbit Ventures

Orbit Ventures is a global venture capital firm dedicated to investing in founders who are transforming emerging markets. We focus on ventures that foster economic independence by increasing individual wealth and income, and efficiently digitizing traditional industries without environmental compromise. Our strategic investments will elevate living standards for the world's emerging middle class — the next four billion people poised for greater prosperity.

How to Apply

Please click on [our job application form](#) to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact jobs@orbitventures.com.