

Startup Bangladesh Limited  
Information and Communication Technology Division  
www.startupbangladesh.vc | info@startupbangladeshvc.gov.bd  
ICT Tower (Level-14), Plot- E 14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

## JOB OPPORTUNITY

### Position: Head of Portfolio Investment

#### Overview of Startup Bangladesh Limited (SBL):

Startup Bangladesh Limited is a fully government owned venture capital company under ICT Division, Govt. of Bangladesh. The Company invests in high-potential local startups by providing funding, mentorship, and strategic support. Its goal is to drive innovation, create jobs, promote digital transformation, and strengthen Bangladesh's venture capital ecosystem. SBL also supports young entrepreneurs to become future leaders in technology and innovation.

Startup Bangladesh is entering a pivotal phase of institutional evolution. Having historically focused on direct investments in Bangladeshi startups, SBL is now transitioning into a **proprietary Fund of Funds (FoF)** structure — deploying capital as a Limited Partner (LP) into both domestic and international venture capital funds investing in the Bangladesh startup ecosystem.

#### Position Overview:

The Head of Portfolio Investment will serve as the strategic investment lead during this transition period, ensuring the successful operationalization of the FoF structure, advancing institutional relationships, unlocking new forms of capital (including through Bangladesh Bank), and laying the groundwork for a seamless execution of assigned responsibilities from the Management (as defined below).

**Reports To:** Managing Director

**Position Category:** Contractual

**Term:** Initially 6 (Six) months (extendable, as may be necessary)

#### Specific Responsibilities:

##### 1. Operationalize the Proprietary Fund of Funds (FoF) Structure

- Design and finalize FoF investment framework in consultation with SBL Board.
- Finalize FoF investment management and operations guidelines.
- Coordinate between ICT Division, Finance Division and Economic Relations Division to secure and release committed capital for fund deployment.
- Develop and execute a due diligence and onboarding process to select at least three qualified VC fund managers (local and/or international) in which SBL can act as an LP.
- Lead or support the legal and structuring aspects of SBL's LP participation.

##### 2. Unlock Startup Debt and Equity Instruments

- Engage with Bangladesh Bank to structure and unlock newly-announced startup debt and equity financing instruments.
- Serve as SBL's primary liaison with Bangladesh Bank to promote deployment of capital through relevant intermediaries.

##### 3. Evaluate and Report on SBL's Direct Investment Portfolio

- Conduct a **comprehensive review** of all existing direct equity investments made by SBL.
- Engage with portfolio companies to assess their operational health, capital runway, governance, and growth prospects.
- Prepare a mark-to-market valuation report and provide insights for the SBL Board on:

- Portfolio concentration and risk exposure
- Prospects for follow-on funding or exit/liquidity
- Recommendations for portfolio restructuring or write-downs, if necessary

#### **4. Strategic Handover and Transition Support**

- Document all frameworks, policies, relationships, and decision pipelines to support the Managing Director's operational functions.
- Support the recruitment process (if required) and provide knowledge transfer on:
  - Key stakeholders and institutional partners
  - Regulatory interfaces and pending initiatives
  - Ongoing investment processes and reporting structures
- Build relationships with key stakeholders: startups, LPs, DFIs, agencies, regulators, academia, and ecosystem partners.
- Support portfolio companies, including attending board meetings and monitoring performance to ensure returns and strategic objectives are achieved.

#### **5. Any other relevant task assigned by the management.**

##### **Qualifications:**

- 10+ years of experience in venture capital, private equity, investment banking, capital markets, or a relevant field.
- Experience in leading an organization at the C-suite level for at least 5 years.
- Solid experience in diverse business functions such as operations, finance, investment management, marketing, human resources and public relations, etc.
- Strong understanding of startup and VC performance metrics is essential.
- Expertise in investment due diligence, deal structuring, startup valuations, corporate governance, regulatory compliance, risk management and tax matters.
- Extensive professional connection with local and international startups, incubators, accelerators, fund managers, funds, foundations, DFIs, family offices etc.
- Expertise in drafting different internal policies.
- Possess knowledge of relevant regulations including BSEC Alternative Investment Rules, Public Issue Rules, Foreign Exchange Regulations, share swapping, mergers and acquisitions, secondary share sales, and management buyouts.
- Strong public communication, strategic and analytical skills both in Bangla and English.
- Strong leadership style and ability to focus and execute in a rapid and timely manner.
- In-depth knowledge of Government functionality, private sector and policy issues.

##### **Educational Requirements:**

The ideal candidate must hold a bachelor degree in Finance, Economics, Marketing, Accounting, Investment Management, or a relevant discipline from a reputed university.

##### **Compensation:**

Remuneration and the other benefits will be provided as per Company Policy.

**Application Procedure:**

Interested candidates are invited to apply with a detailed resume, a cover letter outlining their suitability for the position, copies of academic and professional certificates, a copy of their National ID card, and one recent passport-size color photograph. Applications may be submitted in a sealed envelope to Startup Bangladesh Limited, ICT Tower (Level-14), Plot- E 14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, or via email by sending scanned copies of all required documents to **career@startupbangladeshvc.gov.bd**. Applications must be submitted no later than August 31, 2025.

**Terms & Conditions:**

- The maximum age limit will be 55 years. Age would be calculated as on August 10, 2025.
- The candidate shall have no cases, litigation, or criminal records.
- Only short-listed candidates will be called for interview.
- Startup Bangladesh Limited reserves the right to reject any or all applications at its sole discretion without providing any reason or justification.

Date: August 10, 2025

Memo: 56.07.0000.002.11.010.24-485

A.B.M. Monirul Islam

Company Secretary