

## ABOUT THE ROLES IN TONGSTON ENTREPRENEURSHIP GROUP OF COMPANIES

**T-HOLDINGS: BUSINESS DEVELOPMENT, STAKEHOLDER MANAGEMENT, STRATEGY** - The position requires research, proposal writing, development of campaigns, sourcing clients; promoting company product/services; stakeholder relationship building and management; recommending, processing and managing memberships for Tongston.

**T-HOLDINGS: DATA, RESEARCH AND ECONOMICS** - The position requires research; conducting business, market research and user surveys; qualitative and quantitative research and market studies; report writing; product/service implementation plan, review, monitoring & evaluation; data collection & analytics. This houses the Market & Economics Research, Product Development & Quality Assurance and Data Analytics functions.

**T-HOLDINGS: LEGAL, POLICY, REGULATORY AND GOVERNANCE** - The position requires monitoring and/or advising on all legal matters, commercial contracts, and agreements; drafting corporate agreements; handling company secretarial duties; ensuring the company complies with statutory and corporate governance practices and guidelines as applicable; managing intellectual property filings; managing interfaces with external counsel.

**T-HOLDINGS: FINANCE AND TREASURY** - The position requires operations and settlement; budgeting; managing auditors; development of monthly, half year and annual management accounts; expense and revenue management & forecasting; fundraising; investments and liquidity management; asset register management.

**T-HOLDINGS: INFORMATION TECHNOLOGY** - The position requires the management and support of core business applications, including but not limited to the HR, Accounting, Customer Relationship Management Information Systems and other various business applications; interfaces with (staff/contractors/vendors) that support the development, implementation, and maintenance of core business applications; project management, relationship management, vendor management and support as required; provision of hands on application and data management support, training, and problem solving for the core business applications including those listed above. There are several positions open: Information Technology (General), UI/UX Design, Front End Development, Back End Development, Data Science.

**T-HOLDINGS: CORPORATE SERVICES AND HR** - The position requires managing recruitment; talent performance and incentive management; procurement; logistics; vendor; and facilities & asset management; stakeholder management; writing proposals and letters; implementation and development of policies and procedures; database management; licenses and other such applications etc.

**T-MEDIA: DIRECTING AND PRODUCTIONS** - The position covers TV, Radio, Social Media, Web, Podcasts, Publications. The position requires developing, directing, planning and producing TV shows, films, documentaries; radio and podcasts; content (graphics, videos, jingles, captions, e-books, whitepapers, etc.) on social media – LinkedIn, facebook, website, blog, youtube, Instagram etc.; development of social media posts/campaigns, email campaigns; and

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conducting search engine optimization etc. There are 2 positions here: Directing and Productions (General); Motion Graphics and Video Editing.

**T-MEDIA: PUBLICATIONS** - The position requires (i) writing, drafting, editing and submitting press releases, articles, newsletter submissions, news stories, infographics, factsheets, web copy, blogs, books, brochures, catalogues, magazines, newspapers, comics, posters, storyboards, press and multimedia content, academic journals, papers, articles, features, backgrounders, profiles, policy briefs, marketing/advertising materials, handbooks, poems, bulletins, fictional and non-fictional works etc. and (ii) copy-editing, proofreading, editing, typesetting and illustration of works to be published.

**T-MEDIA: BRANDING, COMMUNICATIONS, PR, AND MARKETING** - The position requires branding work (brand strategy, designing brand collateral etc.); building and managing relationships with media professionals and other key stakeholders; writing communiques and press releases; developing and disseminating communication material; managing memberships, endorsements & accreditations for Tongston; developing content, writing scripts and running advertising and marketing campaigns on TV, radio, newspaper; events management. There are 3 positions here: PR & Corporate Communications; Advertising & Marketing; Branding.

**T-INSTITUTE [TRAINING; CURRICULUM DEVELOPMENT & INTEGRATION; RESEARCH & RESOURCE DEVELOPMENT]: Entrepreneurial Degrees, Certifications and Diplomas (Tertiary and Post-Tertiary Level) / Technical and Vocational Education / Secondary Education / Other Programs, Clubs and Masterclasses Faculty** - The position requires (i) Facilitation and delivery of Tongston's products and services, monitoring, evaluation and supervision of the delivery of Tongston's products and services (ii) Development and integration of curriculum and associated resources at various levels of education (primary, secondary and post-tertiary) (iii) Stakeholder and beneficiary management and liaison (iv) development of resources including books, articles, publications, videos, aides, software and applications etc. and stakeholder and beneficiary management and liaison.

**T-VENTURES: INCUBATION, ORIGATION & EXECUTION** - The position requires (i) deal identification, structuring, client management, KYC, due diligence, and disbursement, alongside product development with a focus on sustainability and ESG integration (ii) financial analysis, risk assessment, and implementation of investment policies and tools for efficient business management (iii) preparation of key documents like pitch books and transaction reports (iv) **conducting due diligence, credit checks.**

**T-VENTURES: PORTFOLIO MANAGEMENT** - The position requires (i) Identifying and mitigating long-term risks, collaborating with asset operators for performance enhancement, and exploring profitable commercial opportunities (ii) managing disbursements, compliance, debt restructuring, and equity asset optimization, while focusing on measuring and reporting the development impact and overall performance (iv) conduct investment processes for risk assurance and control, along with regular investment monitoring and detailed reporting.

**T-VENTURES: ESG CREDIT RISK MANAGEMENT** - The position requires (i) ESG Risk Integration, Assessment & Mitigation (ii) Credit Risk Assessment and Mitigation (iii) Monitoring & Reporting.

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