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

Memo No: 56.07.0000.002.10.11.25.994(3/3) Date: 02 November 2026

CAREER OPPORTUNITY

Position: Analyst –Fund of Funds

No. of Post: 01 (One)

Overview of Startup Bangladesh Limited (SBL):

Startup Bangladesh Limited is a fully government owned venture capital company under ICT Division, the Govt. of Bangladesh. The company invests in promising local startups, providing capital, mentorship, and strategic support to foster innovation, employment, accelerate digital transformation, and build a vibrant venture capital ecosystem in Bangladesh. SBL also nurtures young entrepreneurs to become changemakers and leaders of the future of technology and innovation.

Position Overview:
The Analyst – Fund of Funds will support SBL's Fund of Funds (FoF) program across the full fund investment cycle, including fund manager research and screening, due diligence, financial analysis, financial modeling, risk assessment, partner fund monitoring and reporting, and maintain agency relationship. The incumbent will report to the head of the head of Investment – Fund of Funds.

Specific Responsibilities:

- Market & Fund Research: Research the VC/PE fund landscape in Bangladesh and the region, and screen prospective fund managers to build the FoF pipeline.
- Due Diligence Support: Collect and analyze fund manager information on track record, strategy, team, governance and fund terms, and prepare sections of due diligence reports.
- Financial Analysis & Modeling: Support the build-out of fund-level cash flow, return (IRR, TVPI, DPI) and portfolio construction models.
- Risk Assessment: Assess investment, operational, governance, concentration and compliance risks of prospective and existing partner funds.
- Investment Documentation: Prepare analyses, drafts and exhibits for fund commitment memoranda and Investment Committee presentations.
- Partner Fund Monitoring: Track capital calls, distributions, valuations and quarterly reports of partner funds, and check adherence to LPA terms, side letters and investment guidelines.
- Reporting: Prepare periodic FoF portfolio performance and risk reports for management, the Investment Committee and the Board.
- Data Management: Maintain the FoF database covering pipeline, commitments, capital calls, distributions and fund-level returns.
- Stakeholder Support: Assist engagement with fund managers, Limited Partners, DFIs and co-investors, including meetings, data requests and correspondence.

Qualifications:

- Experience: At least 4 years of relevant work experience in Venture Capital/Private Equity, capital market, investment banking, reputed consulting firms or financial institutions.
- Domain Knowledge: Deep knowledge and concept about VC/PE and Fund of Funds structures is required.

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- Network: Connection with Venture Capital and Private Equity firms and understanding of startup onboarding & exit structures will be given priority.
- Technical Skills: Strong analytical, financial modeling and risk measurement skills. Experience in working with legal agreements with startups, co-investments and VC/PE funds will be an added advantage.
- Leadership: Must demonstrate strong participatory leadership ability and ability to support the Management in raising funds and grants from different sources.
- Communication: Strong communication skills in Bangla and English (written & verbal), with working proficiency in computer applications.

Educational Requirements:

A bachelor's degree in finance, Accounting or Economics from a govt. recognized/renowned university. CFA/CAIA/FRM will be an added advantage. No third division/class or equivalent at any stage of academic career will be accepted. In the grading system, a minimum CGPA of 3.50 on a scale of 5.0 and 2.50 on a scale of 4.0 is required.

Compensation Packages: The remuneration and the other benefits will be provided as per the 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 the office of Startup Bangladesh Limited at 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@startupbangladesh.gov.bd**, mentioning the position name in the subject line. Applications must be submitted no later than **16th November 2026**.

Terms & Conditions:

- The maximum age limit is 35 (thirty-five) years. Age would be calculated as on 16th November 2026.
- Only short-listed candidates will be invited for interview.
- The authority of Startup Bangladesh Limited reserves the right to reject any or all applications at its sole discretion without providing any reason or justification.

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Nazmul Huda
AVP – Compliance & HR