

## VACANCY ANNOUNCEMENT

### Position Description

<b>Position title:</b>	<b>Monitoring and Evaluation Officer</b>
<b>Reporting:</b>	Monitoring and Evaluation Officer reports directly to the Head, Monitoring and Evaluation (M&E)
<b>Position Location:</b>	AGF offices in Nairobi
<p>The African Guarantee Fund for Small and Medium- sized Enterprises (AGF) is incorporated and licensed in Mauritius as a limited liability company and has its office of operation in Nairobi, Kenya. AGF partners with financial institutions to ease access to finance for Small and Medium-sized Enterprises (SMEs).</p> <p>AGF contributes to the promotion of economic development, vital for prosperity, stability and poverty reduction in Africa through two lines of interventions:          Provision of a mix of financial guarantees and other products which reduce the risks supported by financial institutions when lending to SMEs that have insufficient collateral. These guarantees contribute to reduce the inability of SMEs to provide acceptable guarantees required by financial institutions prior to lending.          Support for capacity development of the client financial institutions to enhance their capacity to appropriately assess loan requests from SMEs and to mitigate risks associated with the guarantee.</p> <p>AGF operates according to market principles and is a commercially viable venture with its products being utilized in 39 countries in Africa, and it's gradually expanding with an aim of covering the entire Africa by 2021. The African Development Bank together with the governments of Denmark (through DANIDA) and Spain (through AECID), are the founding shareholders of AGF. Other Shareholders include: Agence Française de Développement (AFD), Nordic Development Fund (NDF), Investment Fund for Developing Countries (IFU) and KfW Development Bank.</p> <p style="text-align: center;"><b>AGF Group is rated with a stable credit rating of AA- by Fitch Rating International</b></p>	
<p><b>Major Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Facilitate the implementation of M&amp;E data flow processes according to the designed data workflow chart;</li> <li>• Liaise with the Head of M&amp;E to identify data gaps and quality inadequacy together with the respective departments and seek remedial actions;</li> <li>• Support the Head of M&amp;E in the collection, collation and quality assurance of data to facilitate the preparation of periodic reports to Management and Development partners;</li> <li>• Support the implementation of the M&amp;E policy and procedure manual, particularly ensuring that M&amp;E is participatory and staff use M&amp;E outputs and due-diligence checklist;</li> <li>• Actively participate in the design and implementation of evaluations, case studies and other performance measurement interventions planned by the department;</li> <li>• Participate in monitoring visits to verify and enhance data quality from the field (data sources);</li> <li>• Support Head of M&amp;E in development of M&amp;E briefs and other impact materials for various AGF stakeholders (e.g. brochures, pamphlets, website pieces, etc.)</li> <li>• Assist on all corporate governance matters and holding of board meetings and shareholder meetings and drafting of resolutions; and</li> <li>• Any other duty assigned from time to time for the effective delivery of M&amp;E functions and for the good of AGF.</li> </ul>	
<p><b><i>Qualifications, knowledge, skills &amp; Experience Required</i></b></p>	

- A Master's degree in Economics, Business Finance, Social Sciences or related field
- Bachelor's degree in Mathematics, Applied Statistics or related field
- Over 5 years of relevant and proven practical experience in monitoring and evaluating activities focusing on economic development, banking, or social development programs;
- Possess technical familiarity with evaluation methods and standards and particularly as regards tracking of social and economic performance of intervention beneficiaries;
- Strong ability to analyze economic/financial data and formulate relevant reports to facilitate decision-making.
- Additional training in M&E related functions such as designing and undertaking evaluations, data management, conducting surveys (field and/or online), etc.
- Knowledge in use of M&E related software and computer packages including data collection tools – STATA, SPSS, etc.
- Demonstrated ability to compile and report results from M&E activities.
- Bilingual in English and French

***Additional eligibility competences and desired Characteristics***

- Self-driven individual with a passion and flair for helping SMEs succeed;
- Good project management experience and writing skills;
- Excellent IT skills – particularly data management and processing packages;
- Ability to work in a professionally and culturally diverse setting;
- Ability and willingness to learn and quickly adapt
- Team player with strong interpersonal and leadership skills
- Must have strong analytical and coaching skills;

**Terms of offer**

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender sensitive working environment and believes that staff diversity promotes excellence. Female candidates are strongly encouraged to apply.

**Application**

Apply on email, sending one document including a cover letter summarizing their relevance to this position, a full C.V. names and contact information of three referees knowledgeable about the candidate's professional qualifications and work experience to:

[recruitment@africanguaranteeffund.com](mailto:recruitment@africanguaranteeffund.com) .

**“Application for Monitoring and Evaluation Officer”** should be clearly marked on the subject line of the email message. Applications will be considered until the position is filled.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at:

[www.africanguaranteeffund.com](http://www.africanguaranteeffund.com)