



VACANCY ANNOUNCEMENT – ASSISTANT BUSINESS DEVELOPMENT OFFICER

POSITION DESCRIPTION

Position Title:	Assistant Business Development Officer
Reporting:	The Assistant Business Development Officer reports functionally to the Region Head, Business Development
Position Location:	AGF offices in Nairobi, Kenya
<p>About the African Guarantee Fund (AGF)</p> <p>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:</p> <ol style="list-style-type: none"> 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>AGF operates according to market principles and is a commercially viable venture with its products being utilized in 40 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.</p> <p>Other shareholders include: French Development Agency (AFD), Nordic Development Fund (NDF), Investment Fund for Developing Countries (IFU) and KfW Development Bank.</p>	
<p>Position Summary</p> <p>This position focuses on providing support to the specific region in the implementation of business development strategies and plans to meet the department's revenue targets.</p>	
<p>Major Duties and Responsibilities</p> <p>Business Development</p> <ul style="list-style-type: none"> Assist the Business Development officer (BDO) to identify and develop new business proposals to meet the department's volumes of guarantees issued, revenue targets and social impacts; Use multiple prospecting methods to generate deals, set up sales meetings and pitch appropriate solution-offerings to prospects; 	

- Assist the BD Officer to conduct full credit reviews of financial institutions and corporations;
- Actively involved in preparation of guarantee requests for presentation and approval by the relevant approval bodies;
- Assist the Business Development Officer to manage the Guarantee process cycle right from Lead Generation, Credit appraisal which includes credit/risk rating of the Country, Transaction, Lender and Borrower on the basis of business & financial analysis, due diligence and site visits;
- Assist the Region Head in developing and managing relationships with AGF partner lending institutions to meet their guarantee requirements;
- Assist to manage and efficiently handle all guarantee claims applications sent by our Partner Lending Institutions (PFI)
- Work with the Region Head to develop a Proactive Customer Relationship Management in order to support AGF's guarantee products utilization by our PFIs
- Monitor the PFIs' submissions of periodic reports to AGF in a timely manner
- Monitor the PFIs' payment of invoice fees in due time

In addition to the above duties, the Assistant Business Development Officer may be required to perform other related or unrelated duties based on the company's needs.

Desirable Qualifications, Knowledge, Skills and Experiences

- Bachelor's degree in Accounting, Banking, Finance, or Business Administration, CFA;
- A minimum of three (3) years of experience in a financial institution **or in financial services**;
- **Excellent knowledge in Financial Analysis**;
- **Ability to compile and report results of activities**;
- Demonstrated track record in business development and portfolio management with focus in consultative and solution-oriented sales and marketing approaches;
- Demonstrated experience as client-facing staff.

Additional eligibility, critical competencies and desired characteristics

- **Bilingual – Fluent in English and French**
- **Excellent financial analysis skills**;
- Ability to work independently and with teams;
- Self-driven individual;
- Excellent IT skills;
- Ability to work in a professionally and culturally diverse setting;
- Willingness to travel;
- Good knowledge of private equity environment is an added advantage.

Eligibility

The position is open to bilingual French and English speakers from any African country.

Terms of Offer

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) Group is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package.

AGF prides itself in its collegial, supportive and gender sensitive working environment and believes that staff diversity promotes excellence. Women candidates are strongly encouraged to apply.

Applications

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@africanguarantefund.com .

“Application for Assistant Business Development Officer” should be clearly marked on the subject line of the email message. Applications will be considered until 10th October 2021.

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

We invite you to learn more about us at:

www.africanguarantefund.com