

VACANCY ANNOUNCEMENT

HEAD BUSINESS DEVELOPMENT ANALYST – AGF WEST AFRICA

Position Description

Position title:	Head Business Development Analyst – AGF West Africa
Reporting:	<ul style="list-style-type: none"> • Managing Director, AGF West Africa • Group Director of Business Development
Location	AGF West Africa – Lomé, Togo
<p>Background</p> <p>The African Guarantee Fund (AGF) is a Pan-African non-bank financial institution founded by the Ministry of Foreign Affairs on behalf of the Government of Denmark through the Danish International Development Agency (DANIDA), Ministry of Foreign Affairs and Cooperation on behalf of the Government of Spain through the Spanish Agency for International Development Cooperation (AECID) and the African Development Bank (AfDB) in 2011. AGF has since been joined by the Agence Française de Développement (AFD), the Nordic Development Fund (NDF), Investment Fund for Developing Countries (IFU) and KfW.</p> <p>AGF's primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing through the provision of partial loan guarantees and capacity development assistance. It seeks to bridge the financing gap across the continent for SMEs. AGF products and services provide FIs with the means, which they can leverage in bringing their African SME financing interventions to the required scale.</p> <p>AGF contributes to the promotion of economic development, vital for prosperity, stability and poverty reduction in Africa through two lines of activity:</p> <ul style="list-style-type: none"> - Provision of a mix of financial guarantees and other products, which reduce the risks sustained by FIs when lending to SMEs that have insufficient collateral. These guarantees contribute to reduce the inability of SMEs to provide acceptable guarantees required by FIs prior to lending. - Support for capacity development of the partner FIs to enhance their capacity to appropriately assess loan requests from SMEs and to mitigate risks associated with the guarantee. 	

AGF operates according to market principles and is a commercially viable venture with operations in 40 countries in Africa and is gradually expanding to other countries to cover the whole of Africa.

AGF West Africa is a subsidiary of the African Guarantee Fund Group and oversees the Group's operations in the West African region.

AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.

Position Summary

The Head Business Development Analyst will support the Business Development Department in deal structuring, portfolio monitoring, reporting, receivables, claims and statistics to support the Managing Director to meet the business development's targets.

Major duties and Responsibilities

Origination

- Processing due diligence information received in accordance with AGF's approved processes.
- Proposing the draft of Risk Asset Acceptance Criteria (RAAC) document, Indicative Termsheet (ITS) and the Guarantee Approval Request (GAR) to the Heads of Region (HoRs).

Portfolio Monitoring

- Follow up on reception of reporting: monthly and quarterly utilization (UT), Monitoring and Evaluation (M&E), Environment and Social (E&S), annual reports and financial statements.
- Follow up on special requests.
- Follow up on receivables (when past-due).
- Follow up on claims.

Reporting: Conducting of analysis per region against budget.

Support in gathering market intelligence to inform business decisions.

Supervisory Responsibilities

- Manage assigned projects effectively.

- Manage assigned work teams including coaching and mentoring staff within the BD Analytics division.
- Supervise Business Analysts.

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

Desirable qualifications, knowledge skills and experiences

- Masters' degree in finance, statistics or business administration or related field.
- 7 years' experience in commercial research, Risk assessment, business development, preferably in a Bank/ venture capital/ private equity/ private debt setting in sub-Saharan Africa.
- Excellent Financial and quantitative Analysis skills.
- Demonstrated track record in portfolio management.
- Bilingual – French and English a MUST.

Additional eligibility competences and desired characteristics

- Self-driven individual with a passion and flair for helping SMEs succeed.
- Excellent problem-solving skills.
- Detail oriented and systematic with a high level of accuracy.
- Excellent communication, interpersonal and management skills.
- Excellent IT skills.
- Ability to work in a professionally and culturally diverse setting.

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) 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.

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: agfwestafrica@africanguaranteefund.com.

"Application for Head Business Development Analyst – AGF West Africa" should be clearly marked on the subject line of the email message.

Applications will be considered until **31st August 2023** or 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.agf.africa