

VACANCY ANNOUNCEMENT

AFAWA CAPACITY DEVELOPMENT CONSULTANT

Position Description

Position title:	AFAWA Capacity Development (CD) Consultant
Reporting:	The AFAWA CD Consultant reports directly to the Group Director, Capacity Development
Location	Nairobi, Kenya

Background

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.

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.

AGF contributes to the promotion of economic development, vital for prosperity, stability and poverty reduction in Africa through two lines of activity:

- 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 AFAWA Capacity Development Consultant will be responsible for assisting the Group Director of Capacity Development to conduct timely capacity development assessment, proposal drafting and approval as well as implementation of the approved activities and provision of consulting or advisory services where necessary.

Major Duties and Responsibilities

- Capacity Development (CD) needs appraisal/assessment for Partner Financial Institutions (PFIs).
- Drafting CD Proposals for Partner Financial Institutions (PFIs) and Business Development Service (BDS) providers using set templates.
- Drafting CD Papers.
- Initial review of CD Agreements in line with approved CD Papers.
- Drafting of Terms of Reference/Scope of Work using set templates.
- Working with the AGF AFAWA Procurement Officer and the PFIs procurement team competitively identify and transparently identify potential Consultants.
- Initial review of draft Service Contracts as per the approved Terms of Reference, Technical and Financial Proposal for the approved Consultant.
- Monitoring of CD activity implementation.
- Preparation of Disbursement/Payment Memos.
- Assist in the planning, organization and logistics of different forums.
- Drafting of the various CD Reports using the set templates.
- Specific CD partner reports.
- Internal management reports.
- Stakeholder/AfDB periodic reports.
- Attending relevant stakeholder forums.
- Collaborate with the AGF Senior Monitoring and Evaluation (M&E) Officer to package outcome/impact reports.
- Collaborate with AGF Communications and M&E Officer to package case studies and relevant documentaries.
- Perform any other task as assigned by the Group Director of Capacity Development.

Desirable qualifications, skills, knowledge and experiences

- Masters' degree in any Business-related areas.

- Diploma in Project or Programme Management.
- Any certification in Project Management will be an added advantage.
- At least 5 years relevant experience in the financial services industry.
- Knowledge in lending to SMEs and specifically women-led SMEs will be an added advantage.
- Strong analytical, written/oral, communication.
- Ability to handle multiple projects under pressure while meeting tight deadlines.
- Hands on experience in developing and managing project plans and strategies.
- Strong partnership and relationship management skills.
- Excellent knowledge in Consultancy management.
- Ability to compile and report results of activities.
- Strong knowledge of strategies approaches and tools in Capacity development needs assessment, structuring of appropriate interventions.
- Monitoring and evaluation skills is mandatory.
- High degree of computer literacy a must.
- Excellent communication, interpersonal and management skills.
- Bilingual – fluent in English is a must and French will be great plus.

Skills

- Advanced problem solving, critical thinking, and analytical skills.
- Good operational and management skills.
- Strong prioritization skills.
- Advanced interpersonal and relationship management skills.
- Advanced presentation and communication skills.
- Strong negotiation and conflict resolution skills.
- Demonstrated ability to work in an evolving environment.
- Ability to learn quickly / develop the necessary skills.
- Team player with strong interpersonal and leadership skills
- Must have coaching skills.
- Excellent project management and consulting skills.
- Excellent IT skills.

Additional eligibility competences and desired Characteristics

- Attentiveness to details.
- Ability to use spreadsheets and any project management software.
- Self-driven individual with a passion and flair for helping financial institutions and SMEs succeed.
- Ability to work in a professionally and culturally diverse setting.
- Willingness and ability to travel and work under minimum supervision.

Eligibility

The position is open to candidates of any country.

The consultancy will be for an initial period of 12 months and renewable if needed based on a satisfactory performance.

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

Applicants should apply by email by attaching a cover letter summarizing their relevance to this position and a detailed Curriculum Vitae sent as one document to: recruitment@africanguaranteefund.com

“AGF - Application for AFAWA Capacity Development Consultant” should be clearly marked on the subject line of the email message.

Applications will be considered until **22nd November 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.africanguaranteefund.com