

## VACANCY ANNOUNCEMENT

<b>Position:</b>	Business Development Officer
<b>Reports to:</b>	Head of Region – Business Development
<b>Location:</b>	Nairobi, Kenya

### About African Guarantee Fund

The African Guarantee Fund - for Small and Medium-Sized Enterprises Ltd (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), German Development Bank (KfW) and the French Agency for Private Sector (PROPARCO).

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

### Job Summary

Reporting to the Head of Region (HoR), the Business Development Officer (BDO) focuses on implementation of business development strategies & plans and contributes to the region's and department's revenue targets. The role identifies and develops new business proposals to meet the region's volume of guarantees issued, as well as the desired economic, environmental and social impact.

### Key Roles & Responsibilities

- Identify and develop new business proposals to meet the region's volume of guarantees issued, revenue target and desired social impact.

- Generate new deals by pitching appropriate solution-offerings to prospects.
- Support the Head of Region to coordinate the overall guarantee process cycle 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.
- Review guarantee requests for presentation to the relevant internal approval bodies.
- Build and maintain strong relationships with prospective and existing Partner Financial Institutions (PFIs).
- Develop proactive Customer Relationship Management that supports AGF's guarantee products' utilization by PFIs.
- Perform market and competitor analysis as part of gathering market intelligence to inform business decisions.
- Coordinate the timely submission of periodic reports by PFIs.
- Ensure timely collection through ongoing monitoring of fee invoices.

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

### Qualifications

- Master's degree in Banking, Finance, Business Administration or CFA.
- At least five (5) years' progressive experience, within financial services sector with a proven track record of business development and portfolio management.
- Demonstrated track record in business development and portfolio management with focus on consultative and solution-oriented sales and marketing approaches.
- Strong financial analysis skills.
- Expertise in any one or more of the following thematic areas is an added advantage: *Climate Finance, Fintech, Financial Inclusion, Youth & Innovation and Gender Financing.*
- Ability to compile and report results of activities.
- Bilingual - proficient in English and either French, Portuguese, or Arabic languages.
- Team player with strong interpersonal and leadership skills.
- Self-driven individual with a passion and flair for helping SMEs succeed.
- Excellent written and verbal communication skills with excellent report writing skills.
- Ability to work in a professionally and culturally diverse environment.
- Good working knowledge of private equity is an added advantage.

### Applications

All applications should be sent via email, attaching resume and cover letter summarizing relevant work experience, name and contact information of three referees that are familiar with your professional qualification and work experience to: [recruitment@agf.africa](mailto:recruitment@agf.africa)

**"Application for Business Development Officer"** should be clearly marked on the subject line and should reach us no later than **Friday 29 March 2024 by 2359hrs EAT.**

AGF is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself in collegial, supportive and gender-sensitive work environments and believes diversity promotes innovation and excellence. Female candidates are strongly encouraged to apply.

Only short-listed applicants will be contacted.

We invite you to learn more about us at: [www.agf.africa](http://www.agf.africa)