

## VACANCY ANNOUNCEMENT

<b>Position:</b>	Business Development Performance Officer
<b>Reports to:</b>	Group Director of 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 Group Director of Business Development (GDBD), the role supports the achievement of business development strategic goals by managing the department's performance dashboard, tracking KPIs and following-up on the matters arising to enhance efficiency.

### Key Roles & Responsibilities

- Support the GDBD in tracking performance measures, risks and other activities that will contribute to the successful delivery of the department's priorities.

- Ensure all the Heads of Regions have access to up to date, good quality indicators to track their performance.
- Identify and support the implementation of solutions and actions to improve the department's performance.
- Lead the statutory BD Department reporting and monitoring.
- Provide ongoing support to the GDBD on tactical execution of key identified issues to drive focus on more strategic challenges and better optimize use of time.
- Gather information on operational issues and inform the GDBD to facilitate decision-making.
- Work with Heads of Regions as well as managers of other supporting departments, to optimize the department's deliverables and efficiency.
- Support the GDBD in the design and timely presentation of quality performance reports.
- Work with the Heads of Regions to use these reports to identify and implement opportunities for improvement.
- Work closely with the supporting departments to effectively manage BD portfolios.
- Support the GDBD with the planning and execution of internal and external meetings.
- Track and monitor Internal Audit findings to effectively manage identified risks, and follow-up on the implementation of respective mitigation actions.
- Ensure timely collection of fees through ongoing monitoring of invoices.

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

### Qualifications

- Master's degree in Statistics, Banking, Finance, Business Administration or CFA.
- At least five (5) years' progressive experience within the financial services sector.
- Excellent financial analysis skills.
- Demonstrated track record in portfolio management, performance analysis with focus in consultative and solution-oriented sales and marketing approaches.
- Bilingual - proficient in English and either French, Portuguese, or Arabic languages.
- Team player with strong interpersonal and leadership skills.
- 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.
- Excellent IT skills and analytical skills.
- Good negotiation and problem-solving skills.

### 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 Performance 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)