



Vacancy Announcement
Capacity Development Assistant – Market Development (Nairobi, Kenya)

Position Description

Position title:	Capacity Development (CD) Assistant – Market Development
Reporting:	The CD Assistant reports directly to the Group Director, Capacity Development.
Location	Nairobi, Kenya

African Guarantee Fund (AGF)

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), the French Agency for Private Sector (PROPARCO), West African Development Bank (BOAD), Global Affairs Canada (GAC), USAID's West Africa Trade & Investment Hub (WATIH), TechnoServe and NORAD.

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.

Position Summary

The Capacity Development (CD) Assistant – Market Development will be responsible for assisting the Group Director, Capacity Development to identify, structure, manage and implement market development CD activities with strategic partners in Africa.

Major Duties and Responsibilities

- Identification of market development CD activities relevant for the growth, formalization and transformation of micro, small and medium-sized enterprises (MSMEs) in Africa
- Mapping out of strategic partners in Africa who are involved in initiatives regarding growth and transformation of MSMEs
- Structuring of partnerships agreements between AGF and such partners
- Drafting of the CD Proposals with to operationalize the partnerships between AGF and these partners
- Drafting of CD Papers
- 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 periodic reports
- Attend 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 CD Director

Qualifications, knowledge, skills & Experience Required

Desirable skills, knowledge and experiences

- Masters' degree in any Business-related areas.
- Diploma in Project or Programme Management.
- At least 5 years work experience working with MSMEs.
- At least 5 years relevant experience working with a variety of MSME stakeholders such as Associations, Hubs etc.
- 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.

- Ability to compile and report results of activities.
- 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.
- Adequate interpersonal and relationship management skills.
- Great 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
- 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 position will be for an initial period of 36 months and renewable if needed based on a satisfactory performance.



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

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

Applications will be considered until **Wednesday, 2nd October 2024**, or until the position is filled.

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 meeting the above requirements will be contacted.

We invite you to learn more about us at:

www.agf.africa