

JOB DESCRIPTION

JOB TITLE	ASSISTANT DIRECTOR, DIGITAL INNOVATION	GRADE	5
PILLAR	Risk and Resilience		
ABOUT THE ORGANISATION	<p>We work to reduce poverty by strengthening Africa’s financial markets.</p> <p>Established in 2012 and supported by UK aid, FSD Africa is a specialist development agency working to build and strengthen financial markets across sub-Saharan Africa. We work to reduce poverty through a ‘market systems development’ approach, which means we aim to address the structural, underlying causes of poverty by improving how financial market systems function.</p> <p>We believe that investing in building a financial system that is transparent, stable and accessible creates the conditions for a fair and sustainable future, where inequality is reduced, corruption is tackled, and where individuals, businesses and governments alike are able to prepare for future challenges, from climate change to political instability.</p> <p>From our headquarters in Nairobi, our team of financial sector experts work alongside governments, business leaders, regulators and policy makers to design and build ambitious programmes that make financial markets work better for everyone. Depending on the project, we can provide a combination of grants, investment capital, market insights or technical assistance to ensure we achieve our objectives.</p> <p>We focus our work where the need is greatest, and where we believe the potential for impact is the most significant. We have a specific mandate to invest in breakthrough, innovative ideas that we believe can have a transformative impact. By sharing risk with our partners, we’re able to address more difficult, persistent, or higher-risk challenges, in more unstable or fragile geographies, than traditional development finance organisations.</p>		
REPORTING	REPORTS DIRECTLY TO	Director, Risk and Resilience	
	DIRECT REPORTS		
	INDIRECT REPORTS		

JOB PURPOSE	<p>The Assistant Director contributes to the implementation of overall risk pillar strategy by leading the development and implementation of programmes that drive transformational eco-system change in digital risk management and innovation.</p> <p>The role will be responsible for meaningfully driving market innovation - working with insurance providers, other financial institutions, digital platforms and other channels & intermediaries, to design and test new mechanisms of risk management and transfer to target groups. In particular, this concerns working to catalyse and support insurtech eco-systems in Africa and to leverage digital platforms as a distribution channel for risk management and transfer solutions to households and SME's.</p> <p>In addition, the Assistant Director will lead independent Consultants (as required) who will assist with the inception and implementation of projects designed to drive systemic change in the digital market for insurance and other risk management instruments; providing clarity of direction for the team and delivering a leadership style that results in staff engagement and effective performance.</p>
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KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

1. Thought Leadership

As a thought leader in the management & transfer of risk in Africa; display a profound understanding of how to drive transformational eco-system change in digital risk management and innovation in order to improve livelihoods, resilience and access to the real economy.

- Stay abreast of local, regional and international digital financial services market developments and trends to determine their potential impact on FSD Africa's strategy
- Ensure regular engagement with experts and decision makers in SSA countries and elsewhere to understand strategic priorities for the development of effective digital risk markets and products.
- Develop and strengthen partnerships with key and emerging players in the insurtech and broader fintech eco-systems in Africa
- Identify a variety of new or emerging instruments that might stimulate financial inclusion for FSD Africa's target end-beneficiaries. Such instruments will be context-specific, but may include digital finance solutions, P2P insurance, On-demand insurance etc.
- Scope out existing research and commission additional research, as required, to develop and test Theories of Change
- Develop and communicate a deep and comprehensive understanding of how to drive beneficial eco-system change, especially in digital insurance markets

2. Strategic Planning

Lead the development of FSD Africa's strategy for digital innovation in the risk space; ensuring that the programme supports inclusive economic development in Africa:

- In collaboration with the Results pillar, review lessons learned from previous, relevant projects (FSD Africa & Network); use the results to inform the development of strategies, instruments and approaches
- Participate in strategy and workplan development for the Risk pillar, ensuring that learning from risk management interventions is incorporated
- Lead the development of strategy and plans for digital risk market development with a view to facilitating innovation, increasing financial inclusion and closing the risk protection gap for households, businesses, sub-sovereigns and sovereigns.
- Work collaboratively with the Results pillar to devise and manage results measurement and learning frameworks that will yield important insights in the development of effective long-term interventions

3. Project Planning

Conceptualise and develop a portfolio of Implementing Partners and Projects which will collectively be effective in driving impact & systemic change:

- Identify, engage and build relationships with key Implementing Partners ('IP's) and other stakeholders who have the capacity to effectively contribute towards digital risk eco-system development. For example, work with start-up ecosystems to catalyse and support a pipeline of new African insurtech and regtech companies.
- Support the development of IP workplans; ensuring alignment between partners' plans and FSD Africa's Theory of Change and that the over-all portfolio of projects has the capacity to leverage systemic change
- Oversee the development of project proposals that comply with Investment Committee standards; including detailed implementation plan, budgets and cash-flow forecasts that will ensure project success and address capacity gaps of partners
- Ensure that all staff, consultants and implementing partners involved in a project are fully briefed concerning expectations; especially on project milestone targets, quality standards, data collection/ reporting and compliance with risk management/ accountability requirements

4. Project Implementation

Coordinate the roll-out of projects so that results are achieved, risks are managed, and quality projects are delivered; ensuring that learning from projects is fully utilised to maximise impact and innovation:

- For any projects personally supervised, work with implementing partners to assist them in implementing their projects according to the project plan:
 - Organise a regular schedule of visits to the IP for both self and members of other pillars as appropriate (Finance, Results)
 - Address delivery shortfalls with a coaching style in the first instance
 - Negotiate assertively, with the administration of consequences, in case of persistent failure to deliver
- Develop tools and approaches which will guide the team, implementing partners and stakeholders in implementing best practice in market development; ensure that IPs are provided with any other necessary capacity-building support

- Review the Monthly and Quarterly M&E Report and take appropriate action on the basis of results and analysis:
 - If desired results have been achieved, initiate strategies for widespread awareness-raising and ‘crowding in’
 - If desired results have not been achieved, either manage performance of the implementation team or adjust the strategy/ approach
- Identify and mitigate project risks in a timely manner (project delivery and partnership management)

5. Communicating for impact

Drive the transformative market development through effective influencing, advocacy, and communication strategies:

- Lead stakeholder mapping, identifying key decision makers/ power brokers/ customer groups and developing innovative ideas for influencing them and/ or transforming their mindsets especially in priority markets.
- Develop and implement strategies for influencing key stakeholders and driving market and risk management innovation.
- Work collaboratively with the Advocacy and Communications team to develop and implement work plans and budgets; ensuring that efforts are monitored and evaluated to ensure impact
- Contribute to the implementation of the Communication strategy (e.g. by developing content for written materials/ website; participating in campaigns etc); participate in and contribute to the development of annual and quarterly reports
- Represent FSD Africa in public forums and networking opportunities and/or convene stakeholders in order to build awareness and influence the thinking around risk market development; at all times behaving in a manner consistent with FSD Africa’s brand and values

Carry out any other duties or special assignments as assigned by the Management.

PERSON SPECIFICATIONS

Qualifications and Education

- Good quality bachelor's degree from a recognised university
- Masters degree or other relevant postgraduate qualification
- Excellent skills in written and spoken English

Essential Experience, Knowledge and Skills

- At least 10 years of professional experience, progressing to a senior level, working in a field relevant to financial risk market development across multiple countries and institutions, including in Africa
- Profound and systemic understanding of SSA risk management and transfer sector
- Experience working in a complex and pioneering environment including managing and creating opportunities for change/ innovation
- Track record of managing relationships and influencing key stakeholders at a regional level; high-level influencing/ interpersonal skills.
- Experience in formulating, developing, and implementing complex programmes or large projects for a timeframe of 2-5 years
- Ability to manage a project using digital platforms or tools to communicate; ability to manage data/ documentation electronically
- Ability to engage & influence convincingly at Board level
- Ability to manage project portfolio in GBP 2-3 million range

Desirable

- Experience of working in a multi-cultural environment
- Experience working with donors, including knowledge of donor policies and procedures
- Previous experience of working in DFID-funded projects
- Languages: local African languages

COMPETENCIES	Level 1 Foundation	Level 2 Specialist	Level 3 Leadership
Commitment & Drive for Results		✓	
Proactivity & Innovation		✓	
Effective Resource Management		✓	
Relationship Building			✓
Communication & Influencing			✓
Thinking & Problem Analysis			✓
Learning & Resourcefulness		✓	

KEY RELATIONSHIPS	
Internal Relationships <ul style="list-style-type: none"> • MRM team • Strategy team • Finance team • Corporate Services team • HR team • Capital Markets, Investments and Digital Economy pillar teams 	External Relationships <ul style="list-style-type: none"> • Impact investors • Start-ups • VC's • Incubators and accelerators • Insurance companies • Insurance regulators • Other development agencies • FCDO
FINANCIAL RESPONSIBILITIES	
Direct Control <ul style="list-style-type: none"> • 	Indirect Influence <ul style="list-style-type: none"> •

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Chief Operating Officer		