

FSD AFRICA JOB DESCRIPTION

1. JOB TITLE	Specialist, Capital Markets	GRADE	4
2. PILLAR	Capital Markets		
3. ABOUT THE ORGANISATION	<p>Based in Nairobi, FSD Africa was established in 2012 and is funded by FCDO. It has a team of just over 50 people, of whom 10 work in the investment arm, FSD Africa (Investments)(FSDAi).</p> <p>FSD Africa is a specialist development agency set up to support breakthrough ideas to build and strengthen financial markets across sub-Saharan Africa. It works to reduce poverty by strengthening Africa's financial markets. It does this by tackling the most intractable financial market challenges in Africa - including the lack of long-term finance, especially in local currency, and inadequate risk management capacity.</p> <p>FSD Africa's team of financial sector experts works alongside governments, business leaders, regulators, and policymakers to design and build ambitious programmes that make financial markets work better for everyone. Depending on the project, it can provide grants, investment capital, technical assistance, and market insights (e.g., through research) to ensure it achieves its 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.</p>		
4. REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Principal Capital Markets Specialist	
	REPORTS INDIRECTLY TO	n/a	
	DIRECT REPORTS	Consultants engaged in projects, Analysts	
	INDIRECT REPORTS		
5. JOB PURPOSE	<p>The Specialist, Capital Markets leads the implementation of pillar strategies and interventions in regulation and products . In delivering her/his role, the specialist will participate in the development of the pillars' strategic and programme workplans, play a critical role in project management and implementation, and position FSD Africa's contribution to market transformation.</p>		
<p>6. KEY RESPONSIBILITIES AND ROLE REQUIREMENTS</p> <p>Thought Leadership & Strategy Development</p> <p>To participate in the development of strategy and programmes for the Capital Markets pillar:</p> <ul style="list-style-type: none"> • Ensure regular engagement with other experts & decision makers in African countries to understand the strategic priorities for the development of capital markets • Lead FSD Africa's research into area of regulation and products; developing a deep and comprehensive understanding of the financial systems in Africa and how to leverage beneficial change • Pay attention to personal professional development and learning in order to remain an expert in the field of Capital Markets Development. • Contribute towards the development of strategy for the Capital Markets pillar; ensuring that insights in regulation and products are incorporated into the design and development of relevant theories of change 			

- Identify a portfolio of projects in the regulation and products space that will enable us to have a transformative impact on the market; aligned to FCDO strategy and FSD Africa development goals
- Develop tools, methodologies and approaches (IP) which will guide the team and stakeholders in implementing best practice in Capital Markets Development

Project Design & Implementation

Ensure the effective implementation of Capital Markets projects; ensuring that the results anticipated in the MRM framework are achieved:

- Conceptualise, design and write investment proposals including results measurement and risk management frameworks
- Develop and support a pipeline of demonstration transactions in capital markets
- Following approval, develop detailed implementation plans; including budgets and procurement of consultants / implementing partners as required
- Ensure the effective implementation of projects so that milestones of the project plan are achieved on time and to standard
- Lead monitoring, results management, and learning for all projects being implemented; ensuring objective analysis of results and appropriate corrective actions as required to optimise FSD Africa's beneficial impact
- Provide high quality technical advice and support to Implementing Partners, Consultants and other project stakeholders in alternative assets (including private equity and debt)
- Ensure comprehensive and timely communication with all project stakeholders

Financial management & fundraising

Contribute to the management of the finances associated with the Capital Markets Pillar aiming to optimise the impact that is achieved with resources and ensuring compliance with FSD Africa and Donor policies:

- Identify opportunities for fundraising and co-funding for the work of FSD Africa & support with proposal development as requested
- Conceptualise how funds and other limited resources may be best allocated to achieve optimum impact; including supervising the work of consultants to optimise value for money
- Track and monitor budget spend and associated activities ensuring cost effective utilisation of resources and timely achievement of financial targets
- Ensure that the accountability requirements of donors are met and that good relationships with funders are maintained at all times

Influencing & Communicating for Impact

Drive the transformation of capital markets through effective influencing, advocacy and communication strategies:

- Contribute towards stakeholder mapping for the pillar, identifying key decision makers / power brokers and develop innovative ideas for influencing them and/or transforming their mindsets
- Publish industry thought-leadership materials, particularly in alternative assets (including private equity and debt)
- Contribute to the development and implementation of FSD Africa's Communications Plan, building FSD Africa's web presence, supporting thought leadership activities (publications, briefing notes, case studies, conference presentations), co-ordinating events, seminars etc.; establish us as a leading voice in capital markets development (including alternative assets) thinking and knowledge

- Participate in networking events and/or convene stakeholders in order build awareness and influence the thinking around capital markets

Implementing partner engagement & capacity building

Support the Principal Specialist Capital Markets in identifying, engaging and empowering key implementing partners; so that they are equipped to operate effectively and contribute to the development of their respective Capital Markets:

- Ensure appropriate selection of partners; ensuring optimal combinations of partners to bring out their synergies for the programmes e.g. political economics, due diligence, influence, etc.
- Build and maintain relationships with senior leaders in chosen implementing partners, leveraging new opportunities that may arise and dealing promptly with relationship difficulties
- Engage partners in joint strategizing and the development of projects that will leverage change and have a positive impact on capital markets development

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

7. PERSON SPECIFICATIONS - ESSENTIAL AND DESIRABLE

7.1 Qualifications and Education

- Master's degree or equivalent senior professional experience
- Excellent written and spoken English

7.2 Experience, Knowledge and Skills

- At least 6-8 years of experience in the areas of technical specialism, at middle management in a financial markets environment.
- Ability to manage project portfolio in GBP 1-3 million range
- Successful track record of delivery of results in the area of technical specialism and the provision of technical assistance
- Track record of managing relationships and influencing key stakeholders at specialist level
- Experience in conducting and analysing research
- Understanding of the development world and strategic MRM (preferred)

7.3 Desirable

- Experience of working in a multi-cultural environment
- Knowledge of donor policies and procedures
- Previous experience of working in FCDO-funded projects
- Languages: English (required) French (desired)

8. 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		✓	

9. KEY RELATIONSHIPS		
Internal Relationships <ul style="list-style-type: none"> • Measurement & Results Management • Finance • Communications & Advocacy • Other pillars 	External Relationships <ul style="list-style-type: none"> • Regulatory authorities • Market participants • Development partners 	
10. FINANCIAL RESPONSIBILITIES		
Direct Control <ul style="list-style-type: none"> • GBP 1-3 million range 	Indirect Influence <ul style="list-style-type: none"> • GBP 3-5 million range 	
11. APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Director HR & Talent Management		