

JOB DESCRIPTION

JOB TITLE	ASSOCIATE - CAPITAL MARKETS	GRADE	3
PILLAR	Capital Markets		
ABOUT THE ORGANISATION	<p>We work to reduce poverty by strengthening Africa’s financial markets.</p> <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>		
REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Senior Manager, Capital Markets	
	REPORTS INDIRECTLY TO	n/a	
	DIRECT REPORTS	n/a	
	INDIRECT REPORTS		

JOB PURPOSE	<p>This role supports the Capital Markets pillar, working closely with the team and participating in various work streams within the market. The role will provide specific technical support to the specialist teams.</p> <p>In addition, the role will play a proactive role in conducting research and analysing information to inform capital markets decisions; using an understanding of the financial environment internally and externally (financial statements, company accounts and sector data, players in the development capital space, linkages between various stakeholders, market opportunities and needs), as well as accessing and understanding wider business information such as relevant economic data and political events.</p>
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KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

Thought Leadership, Knowledge Management and Strategy Development

Contribute towards the Capital Markets Strategy by undertaking research, knowledge management and related initiatives aimed at maintaining credible and robust flow and availability of data and information.

- Stay abreast of local, regional and international regulatory and other market developments; keep track of market trends, opportunities, risks and new investment products
- Pay attention to personal professional development and learning in order to continually develop expertise in financial sector development (capital markets and inclusion)
- Take initiative to produce challenging opinion pieces in a format that will be relevant and useful to key internal and external stakeholders
- Contribute to FSDA's marketing and communications activities, e.g. prepare briefing notes, blogs, brochures etc.
- Update and maintain the Capital Markets research and statistics database and leverage data and information from the database for various operational and strategic objectives.
- Update and maintain the various pillar databases including consultants' database to ensure the technical capacity of the team is sufficiently augmented, Donor and FCDO capital markets projects database to ensure principles of complementarity and additionality are factored into the pillar strategy and design of projects.
- Carry out targeted research and support in development of various presentations required for stakeholder engagement, strategy sessions or other forums.
- As required, provide input or support in obtaining input into strategic documentation such as; business cases or annual business plans.
- Maintain general knowledge of the pillar's initiatives, projects or programmes and serve as the information resource to internal and external stakeholders on various aspects relating to such initiatives such as status updates, results etc.

Programme Planning and Management

Support the Capital Markets Team members across all elements of project management cycle including project design, approval document preparation, preparation of terms of reference and tracking of progress on projects.

- Assist with preparation of concept notes, project summaries and/or proposals as required for procurement or for approval by management, investment committee or board as may be required.
- Support the team in development of terms of reference for engagement of external resources.
- Support team members by taking part in project meetings and maintaining progress updates for ongoing projects.

- Liaising with team members and the compliance team to ensure compliance requirements are met including on boarding checks and due diligence on partners, ongoing obligations such as periodic reporting.
- Assist the team members in monitoring and tracking of project workplans and implementation plans to ensure progress according to the plans, recommending corrective actions or escalating in case of shortfalls in timelines, standards, or compliance, and participating in implementing the corrective actions.
- Maintain an up-to-date capital markets portfolio dashboard and database leveraging team meetings or meetings with individual team members to update, as necessary.

Transaction Analysis and Structuring

- Undertaking research on transaction structures, facilities, or components in support of the team and potential partners to facilitate identification of appropriate or viable structures to be adopted.
- Coordinate and participate in stakeholder engagement and meetings to collect and collate perspectives on various aspects of transaction design or structure ensuring effective, efficient, and timely realisation of transactions.
- Carry out market assessment on various aspects relevant to the context of the transaction including macroeconomic, financial, or other relevant assessment to determine viability of proposed transactions.
- Facilitate inter-pillar coordination on transactions e.g., with the Green Finance Transaction Accelerator pillar to leverage expertise and maximize inter pillar collaboration and complementarity and ensure successful delivery of transactions.

Results Measurement and Tracking

Ensure monitoring and evaluation of projects and initiatives is robust and relevant e.g., through timely data collection and active maintenance of a results tracker.

- Support team members in collection of data required for measurement or tracking of results.
- As part of the Capital Markets portfolio database maintain a results tracker of the various pillar projects and initiatives leveraging quarterly reports and individual meetings with team members.
- Develop and maintain a tracker to be used by the pillar to monitor progress against the key high level organisational results areas e.g., number of transformative policies/regulations, the number transactions, products, or vehicles supported.
- Liaise with the MRM and Capital Markets Team to ensure learnings and/or corrective action from MRM studies or MRM learning/knowledge management initiatives are adopted and incorporated into projects and the pillar's strategy.

Communication and knowledge sharing

Contribute to the pillars communications and knowledge sharing activities and initiatives, e.g., preparing briefing notes, brochures, newsletters etc. Leverage internal or external relationships to communicate and share knowledge.

- In collaboration with the capital markets team, support the coordination of the pillars knowledge management initiatives these may include liaising with the communication team to host webinars, forums, workshops, or conferences, develop brochures or other relevant publications.
- Work the capital markets team members and communications team to enhance the pillar's internal and external communications strategy through stakeholder mapping, designing of targeted communication pieces and dissemination of such pieces.
- Work with the capital markets team members to collate and/or synthesize data and information available to the pillar or from other sources into coherent knowledge pieces such as opinion editorials and blogs.
- Develop effective relationships with peers and relevant stakeholders to enhance inter - pillar communication and knowledge sharing to facilitate the leveraging of networks, contacts, or joint working opportunities in implementation of projects.

Resource planning and budget management

Support the capital markets team in the budgeting process including budget preparation, monitoring, and tracking to ensure efficient and effective utilization of resources.

- Provide support in the development of the annual budget for the pillar including coordinating with team members to obtain inputs into the budget and collating such input.
- Liaise with the Programme Assistant and Finance team to develop and maintain a monthly tracker of budget versus actual expenditure leveraging the annual budget and the payments tracker.
- Serve as the information point for the pillar on budget versus actual expenditure on the various pillar initiatives providing monthly updates, highlighting shortfalls, and working with the capital markets team members to implement plans to address such shortfalls.
- Support budget reallocation processes through assessment of needs assessment and identification of budget lines with actual or potential underspends which can be tapped into and completing budget reallocation forms.

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

PERSON SPECIFICATIONS

Qualifications and Education

- Good quality bachelor's degree in Economics, Business, Finance or related fields from a recognised university
- Relevant post graduate qualifications are an advantage
- Excellent skills in written and spoken English

Essential Experience, Knowledge and Skills

- 3-5 years' of experience in the area of technical specialism, in a financial markets environment
- Successful track record of conducting and analysing research
- Demonstrated skills in conceptualising, wiring and presenting research findings in a manner that appeals to diverse audiences; OR Extensive industry experience in a relevant area of technical specialism.

Desirable

- Understanding of the development world & strategic MRM (preferred)
- Experience of working in a multi-cultural environment
- Previous experience of working in FCDO-funded projects
- Languages: French, 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 •	External Relationships •
FINANCIAL RESPONSIBILITIES	
Direct Control •	Indirect Influence •

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Director HR & Talent Management		