

FSD AFRICA JOB DESCRIPTION

1. JOB TITLE	Portfolio Risk Analyst	GRADE	3
2. PILLAR	FSD Africa Investments		
3. ABOUT THE ORGANISATION	<p>Created in 2012, FSD Africa is funded by the UK Government’s Foreign, Commonwealth & Development Office (FCDO) and aims to promote financial sector development across sub-Saharan Africa.</p> <p>FSD Africa is a catalyst for change. It works with partners to build financial markets that are robust, efficient, and inclusive. It uses funding, research, and technical expertise to identify market failures and strengthen the capacity of its partners to improve access to financial services and drive economic growth.</p> <p>FSD Africa deploys concessional capital, through FSD Africa Investments, to de-risk investments in businesses and financial structures that can significantly scale depth and reach of the financial sector in Africa. These investments are aimed at making financial markets more innovative, competitive and accessible. From a first capital allocation of GBP30 million provided by UKAid, FSD Africa Investments has expanded its capital to GBP110 million.</p> <p>Visit www.fsdafrica.org for more information</p>		
4. REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Portfolio Risk Manager	
	REPORTS INDIRECTLY TO	Investment Managers and CIO	
	DIRECT REPORTS	None	
	INDIRECT REPORTS		
5. JOB PURPOSE	The Portfolio Risk Analyst is responsible for conducting pre and post-investment risk management, investment-specific compliance and fund administration responsibilities under the guidance and supervision of the Portfolio Risk Manager.		
6. KEY RESPONSIBILITIES AND ROLE REQUIREMENTS <p>Portfolio Risk Management</p> <p>Conducting the following pre-investment risk management activities for investment deals across the investment processes to aid in IC and Board decision-making:</p> <ul style="list-style-type: none"> • Know-Your Client checks including Anti-Money Laundering, Anti-Bribery, Fraud and Corruption Screening using WorldCheck Refinitiv • Inherent risk assessment on investment deals across the Strategic and Enterprise risk categories • Focused ESG and Safeguarding assessment for Sexual Exploitation, Abuse and Harassment risks; ESG screening against FSD Africa’s Exclusion List • Collaboration with deal teams during operational and commercial due diligence to establish a baseline risk profile for each deal in line with the ERM Framework <p>Conducting post-investment risk management for the portfolio of investees through monthly/quarterly engagements with the portfolio company and updating the portfolio risk matrix on a quarterly basis.</p> <p>Investment-Specific Compliance</p>			

Monitoring compliance to:

- FSD Africa’s investment policy and guidelines for all investment transactions through existing tools such as KYC forms, DD checklists and questionnaires etc
- Board-approved investment terms for transaction documentation prior to signatory signing
- Shareholder obligations as captured within the Shareholder’s Agreement in collaboration with the CIO and CRO
- Conditions precedent/subsequent to investment-relevant actions such as signing, disbursement
- Relevant industry-related obligations

Fund Administration

- Co-ordination of FSDAi corporate governance workstreams with the Company Secretary on resolutions in collaboration with CRO, share issuance, POAs etc

Stakeholder Engagement

- Collaboration with FSD Africa’s Risk and Compliance Manager on risk, compliance and audit assignments
- Managing relationships with external consultants and stakeholders such as legal counsel

Carry out any other duties or special assignments as assigned by the Portfolio Risk Manager.

7. PERSON SPECIFICATIONS – ESSENTIAL AND DESIRABLE

7.1 Qualifications and Education

- Bachelor’s Degree in Finance, Investments, Law or related discipline
- Relevant professional qualification and/or post-graduate qualification in risk management
- Excellent skills in written and spoken English

7.2 Experience, Knowledge and Skills

- At least 3-5 years of risk management/compliance experience in a financial markets organization with a demonstrated track required in quantitative and qualitative risk analysis, project management and building relationships
- Knowledgeable on business and investment principles

7.3 Desirable

- Experience of working in a multi-cultural environment
- Previous experience of working in donor funded projects or development institutions
- Keen interest in growing career in an investment company/fund
- Languages: French, local African languages

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"> • FSDAi team • CFO/CRO, Risk and Compliance Manager • Risk and Compliance Officer 	External Relationships <ul style="list-style-type: none"> • Investees • Consultants 	
10. FINANCIAL RESPONSIBILITIES		
Direct Control <ul style="list-style-type: none"> • n/a 	Indirect Influence <ul style="list-style-type: none"> • n/a 	
11. APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Chief Investment Officer (CIO)		