

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>MANAGER, CAPITAL MARKETS</b>	<b>GRADE</b>	<b>4</b>
<b>PILLAR</b>	Capital Markets		
<b>ABOUT THE ORGANISATION</b>	<p>FSD Africa is a specialist development agency working to help make finance work for Africa’s future. Based in Nairobi, FSD Africa’s team of financial sector experts work alongside governments, business leaders, regulators, and policymakers to design and build ambitious programmes that make financial markets work better for everyone. Our investment arm, FSD Africa Investments, provides early-stage, risk-bearing, catalytic and patient capital to inventive commercial organisations in order to stimulate capital flows in support of green economic growth benefiting people and planet. Established in 2012, FSD Africa is incorporated as a non-profit company limited by guarantee in Kenya. It is funded by UK aid from the UK government.</p> <p>For more information, please visit: <a href="http://www.fsdafrica.org">http://www.fsdafrica.org</a></p>		
<b>REPORTING RELATIONSHIPS</b>	<b>REPORTS DIRECTLY TO</b>	Head of Programmes, Capital Markets	
	<b>REPORTS INDIRECTLY TO</b>	N/A	
	<b>DIRECT REPORTS</b>	Analysts and consultants engaged in projects	
	<b>INDIRECT REPORTS</b>		
<b>OVERALL, JOB PURPOSE</b>	<p>The Manager will work closely with the Head of Programmes, Capital Markets, and colleagues in the Capital Markets pillar to implement and manage capital markets projects. The Manager provides general domain coordination and programmatic support to ensure Capital Market projects are effectively implemented.</p> <p>The Manager will support the Head of Programmes, Capital Markets in the coordination of the pillar’s interaction with FCDO, and country stakeholders to facilitate the leveraging of the Capital Markets pillar technical expertise in conceptualizing, implementation and managing of capital markets projects.</p> <p>The Manager will support the Head of Programmes, Capital Markets in the tracking of results, risks, and budget of the overall Capital Markets pillar portfolio of projects. The Manager will work with the Head of Programmes to coordinate the pillar’s knowledge management activities, liaising with the communications and advocacy team and external stakeholders to drive impact through effective influencing, advocacy, and communication.</p>		

## **KEY RESPONSIBILITIES AND ROLE REQUIREMENTS**

### **1. Programme Strategy & Project Design**

**Work with the Head of Programmes, Capital Markets, and the capital markets team to implement a portfolio of impactful projects and drive systemic change in capital markets:**

- Ensure regular engagement with other experts & decision makers in SSA countries to understand the strategic priorities for the development of capital markets.
- Research into and develop a deep and comprehensive understanding of the capital markets in SSA and how to leverage beneficial change.
- Pay attention to personal professional development and learning to develop deep knowledge of Capital Markets.
- Contribute towards the development of strategy for the Capital Markets pillar; ensuring market and technical insights are incorporated into the design and development of relevant theories of change.
- Actively participate in the development of programme design, ensuring personal understanding of and engagement with the goals of the pillar.
- Work with the capital markets team to identify and develop a portfolio of implementing partners and projects that will collectively result in a beneficial impact on capital markets.
- Lead the design and development of specific programme interventions that are relevant in capital markets including engagement of external stakeholders to build partnerships in implementing the programmes, setting budgets, working with the MRM team to develop the MRM plans, developing risk management framework, overall taking lead in preparation of programme documents required for internal approvals for these interventions such as concept notes, programme summaries and programme proposals.
- Development of terms of reference for engagement of external resources to support implementation of capital markets projects.
- Support the Head of Programmes, Capital Markets in risk and results monitoring for the overall capital markets pillar portfolio of projects in line with the pillar strategy.
- Prepare proposals for the Investment Committee (IC) and board as needed.

### **2. Project Management & Implementation**

**Coordinate the effective implementation of capital markets special projects, ensuring regular coordination with implementing partners, stakeholders and FCDO:**

- Under the guidance of Head of Programmes Capital Markets, manage the implementation of special (pre-mainstream, exploratory or innovative) projects within the capital markets pillar including budget and deliverables setting and monitoring, MRM and reporting, project updates and risk monitoring, this may be multi-dimensional, eclectic, sometimes complex and may constitute a multi-million portfolio.
- Provide backstopping support of mainstream capital markets programs.
- Manage relationships with implementing partners, consultants, and other stakeholders to ensure effective implementation of projects and prompt resolution of challenges that may arise.

### **3. Resource planning & budget management**

**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; In coordination with the Head of Programmes Capital Markets.:**

- Liaise with the Finance & Operations team to maintain oversight over budget and spend for projects for which the Manager is responsible for.
- Develop draft resourcing plans and budgets for respective projects; including negotiating budgets with implementing partners as required for review by the Head of Programmes, Capital Markets.
- Contribute towards resource mobilisation e.g., by developing project concepts and funding proposals, and assisting in identifying and securing funding.
- Liaise with the procurement team to develop and monitor procurement plans for respective projects to ensure effective management of external resources.

### **4. MRM & Learning**

**As a member of the Capital Markets team, continuously develop broad and deep understanding of capital market systems and how to make markets work for the poor:**

- Participate in the development of tools, methodologies, and approaches (IP) which will guide the team and stakeholders in implementing best practice in Capital Markets development.
- With the Head of Programmes, Capital Markets, prepare periodic programme updates to the IC and external stakeholders, including toolkits and lessons learned.
- Ensure the collection of all required quantitative and qualitative data from project stakeholders, in accordance with the project plan and MRM framework; following up as necessary to ensure accuracy and completeness.
- Ensure that project measurement and intervention outputs/milestones achievement trackers are updated quarterly.
- Liaising with the MRM team to collate, analyse, and use quantitative and qualitative data and liaising with the Communications & Advocacy team to ensure effective dissemination.
- Participate in monitoring, results management, and learning for projects being implemented; ensuring objective analysis of results and appropriate corrective actions as required to optimise FSD Africa's beneficial impact and incorporation of learnings in design of future interventions.

### **5. Influencing & Communication**

**The Manager will support the Head of Programmes, Capital Markets to effectively utilise advocacy and communications strategies to drive impact and systemic change:**

- Contribute towards stakeholder mapping for the pillar, identifying key decision makers / power brokers and participating in developing innovative ideas for influencing them and/or transforming their mindsets.
- Participate in the development of content for relevant written pieces and reports on specific areas for dissemination aiming to influence/ communicate on topical issues on capital markets.
- Contribute to the pillar's advocacy and communications activities, supporting thought leadership activities, co-ordinating events, forums etc. within the areas of responsibility.

- Participate in networking events and/or convene stakeholders in order build awareness and influence the thinking around specific capital markets areas.
- Oversee the maintenance of capital markets database including key financial sector trends, risks, and opportunities to inform knowledge products and presentations.
- Coordinate the Capital Markets knowledge management activities such as development of toolkits, research notes etc.

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

## **PERSON SPECIFICATIONS**

### **Qualifications and Education**

- Master's degree and 6 years of experience or Bachelor's Degree and 8 years of experience
- Relevant postgraduate qualification preferred
- Qualified Project Management certification desirable
- Excellent written and spoken English.

### **Essential Experience, Knowledge, and Skills**

- Demonstrated appreciation of capital markets
- Exceptional planning and organising skills with ability to drive for results
- Ability to manage project portfolio of a middle level budget
- Demonstrated skills in risk management and ensuring value for money
- Demonstrated ability in project design, implementation, and evaluation
- Demonstrated proposal writing and report writing skills
- Knowledge and demonstrated skill in financial management

### **Desirable**

- Understanding of economic development/ financial markets development
- Good communication and relationship building skills
- Experience of working in a multi-cultural environment
- Experience in fundraising and partnership development
- Knowledge of donor policies and procedures
- Previous experience of working in FCDO-funded projects
- Languages: French, local African languages

## **COMPETENCIES**

Competencies describe the key behaviours that drive success in all of FSD Africa's roles, regardless of technical specialism. They have been derived from systematic research correlating performance with personal attributes. The table below indicates the level of each competency required for this role:

COMPETENCIES	Level 1: Basic	Level 2: Foundation	Level 3: Specialist	Level 4: Senior Specialist	Level 5: Leading Expert	Level 6: Executive
<b>ESSENTIAL FOUNDATIONS</b>						
<b>Commitment &amp; Alignment</b> <i>Demonstrates commitment to serving our partners and alignment with the values and vision of FSD Africa</i>			✓			
<b>Change &amp; Challenge</b> <i>Has a strong sense of ownership that leads to learning, self-starting, taking initiative, driving change and leading development</i>			✓			
<b>ACHIEVEMENT COMPETENCIES</b>						
<b>Situational Awareness &amp; Thinking</b> <i>Thinks clearly and intentionally, analysing information objectively, understanding issues, solving problems, and making decisions</i>			✓			
<b>Drive for results</b> <i>Is keenly motivated to achieve goals &amp; act with accountability to deliver quality results</i>			✓			
<b>PEOPLE COMPETENCIES</b>						
<b>Relationships &amp; Collaboration</b> <i>Discerns and appreciates the values, viewpoints, or abilities of others; effectively reconciles different interests and displays emotional intelligence</i>			✓			
<b>Communication &amp; Influencing</b> <i>Deliberately adjusts behaviour to accommodate others; communicates clearly, confidently, and appropriately to influence others</i>			✓			

KEY RELATIONSHIPS	
<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>• Director, Capital Markets</li> <li>• Senior Capital Markets Specialists</li> <li>• Capital Markets Specialists</li> <li>• Analysts</li> <li>• Other Staff</li> </ul>	<b>External Relationships</b> <ul style="list-style-type: none"> <li>• Implementing partners and stakeholders</li> </ul>
FINANCIAL RESPONSIBILITIES	
<b>Direct Control</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Indirect Influence</b> <ul style="list-style-type: none"> <li>•</li> </ul>

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Manager		
Director HR & Talent Management		

***Equal Opportunity Employer:***

*We are an equal opportunity employer and value diversity. We do not discriminate based on race, religion, colour, national origin, sex, gender, gender expression, sexual orientation, age, marital status, or disability status. We will ensure that all applicants are provided a fair chance to compete for available job opportunities.*