

## FSD AFRICA JOB DESCRIPTION

<b>1. JOB TITLE</b>	Gender Specialist	<b>GRADE</b>	5
<b>2. PILLAR</b>	Financial Systems		
<b>3. ABOUT FSD AFRICA</b>	<p>Created in 2012, FSD Africa is a multi-million-pound financial sector development programme based in Nairobi. It is funded by the UK Government's Department for International Development (DFID) and aims to reduce poverty across sub-Saharan Africa (SSA) by building financial markets that are efficient, robust and inclusive.</p> <p>FSDA is a market facilitator. It applies a combination of resources, expertise and research to address financial market failures and deliver a lasting impact, working on issues that relate to inclusive finance, both for individuals, business and economic growth.</p> <p>FSDA is also a regional platform. It fosters collaboration, best practice transfer, economies of scale and coherence between development agencies, donors, financial institutions, practitioners and government entities with a role in financial market development in SSA.</p> <p>As part of its regional mandate, it plays a leading role in convening and coordinating the FSD Network, a consortium of ten autonomous sister organisations across the region, as well as supporting the establishment of new FSDs in other countries.</p> <p>Visit <a href="http://www.fdsafrica.org">www.fdsafrica.org</a> for more information.</p>		
<b>4. REPORTING RELATIONSHIPS</b>	REPORTS DIRECTLY TO	Director, Financial Systems	
	REPORTS INDIRECTLY TO	n/a	
	DIRECT REPORTS	Depending on the programming developed, a direct report may be recruited. Consultants on retainer contracts will be identified and managed.	
	INDIRECT REPORTS	n/a	

<p><b>5. JOB PURPOSE</b></p>	<p>The Gender Specialist will assume responsibility for building and managing a wide-ranging programme of grant-based and technical support to drive FSD Africa’s vision for inclusive finance for women. This will involve developing, implementing and disseminating various content, tools and approaches to enable FSD Africa’s stakeholders, including the FSD Network, to achieve that vision.</p> <p>Key goals for the role include:</p> <ul style="list-style-type: none"> <li>• Identifying gaps and opportunities in FSD Africa’s programming and building gender into existing approaches and interventions</li> <li>• Conceptualising, developing and implementing women-centric approaches and interventions that are aligned with FSD Africa’s overall strategy</li> <li>• Determining and addressing levels of awareness and capacity needs of FSD Africa and FSD Network staff and core partners on gender issues</li> <li>• Building technical capacity within the FSD Africa and the FSD Network in the development and implementation of gender strategies and related work plans</li> <li>• Building and driving FSD Africa’s communication and advocacy around inclusive finance for women.</li> </ul> <p>The Gender Specialist will keep FSD Africa abreast of emerging knowledge and trends in inclusive finance for women and will continuously monitor the feasibility and potential impact of the different routes through which FSD Africa’s gender work could grow. This may take the form of new projects, investments, partnerships or communications strategies etc. S/he will identify, initiate and take responsibility for relevant key relationships (e.g. with development agencies, regulators and policy makers, researchers, consultants and implementing partners), as well as with FSD Africa’s core funder, DFID.</p>
<p><b>6. KEY ROLE REQUIREMENTS AND PERFORMANCE OBJECTIVES</b></p> <p><b>Thought Leadership:</b> Act as a thought leader on inclusive finance for women, both internally within FSD Africa and externally, including with the FSD Network:</p> <ul style="list-style-type: none"> <li>• Stay abreast of market developments and trends on inclusive finance for women issues to determine their impact on FSD Africa’s strategy</li> <li>• Maintain regular dialogue and alliances with existing and emerging key institutions and experts within the field in SSA to understand and progress strategic priorities and opportunities for engagement and partnership</li> <li>• Create opportunities to learn from all aspects of FSD Africa’s work and contribute to shaping strategies and interventions in relevant areas</li> <li>• Design/manage/contribute to research initiatives that build deeper understanding on inclusive finance for women and the viability of potential interventions</li> <li>• Contribute to deeper analysis of existing FSD Africa and FSD Network data centred around common research questions, segmentation and the production of gender disaggregated data</li> <li>• Serve as a focal point on inclusive finance for women - build the case, build capacity, keep track of progress, act as overall champion across FSD Africa’s extensive network of partners</li> </ul> <p><b>Strategy:</b> Lead the development of FSD Africa’s strategy on inclusive finance for women, aiming to maximise the extent to which women are able to benefit from, and contribute to, SSA financial systems and broader economic development:</p> <ul style="list-style-type: none"> <li>• Lead the team in the development of a gender strategy and work plan, incorporating programme-wide mainstreaming as well as targeted interventions where relevant</li> <li>• Work with the monitoring and results measurement (MRM) team to develop and incorporate appropriate gender-centric indicators in FSD Africa’s overall MRM framework and in the monitoring and reporting of individual programme outputs/outcomes</li> <li>• Support the mainstreaming of gender within FSD Africa’s work-streams, advising management and staff on adjustments to existing portfolios, as well as the inclusion of new interventions that will strengthen the gender aspects of programming</li> <li>• Develop policies and guidelines that will support the team to embrace gender equity and empowerment in internal operations as well as programming</li> <li>• Provide strategic advisory support to FSDs in the development of their gender strategies, work plans and MRM frameworks, as well as possibly the development of an FSD Network-wide gender strategy</li> </ul>	

**Programme Design and Implementation:** Lead the design and implementation of a portfolio of impactful interventions that enhance inclusive finance for women and are aligned to FSD Africa's gender strategy, ensuring that the results anticipated are achieved:

- Work with pillar teams to enhance gender in existing programming and results measurement where possible
- Develop and critique new intervention ideas across pillars, ensuring that gender is appropriately incorporated into future programming and MRM frameworks
- Conduct a stakeholder analysis to identify suitable implementing partners for gender-targeted interventions, and initiate and build relevant relationships
- Where relevant, co-design gender-targeted interventions with implementing partners and lead them through the application and on-boarding process; overseeing the implementation and monitoring of these interventions within the defined parameters
- Proactively engage with the FSD Network to conceptualise and deliver impactful joint interventions where desired, overseeing the implementation and monitoring of these joint projects
- Where appropriate, develop tools and approaches that will guide FSD Africa, the FSD Network and partners in good practice in gender programming
- Manage the progress reporting of interventions, including leading meetings with implementing partners, reviewing quarterly reports and contributing to FSD Africa's overall reporting
- Manage the finances associated with FSD Africa's gender work, including developing work plans and budgets, securing co-funding, and liaising with implementing partners to ensure accountability requirements of funders are met

**Influencing and Communicating for Impact:** Develop and oversee the implementation of effective influencing, advocacy and communication strategies that will support the achievement of gender-related goals and position FSD Africa as a leading voice on inclusive finance for women:

- Participate in stakeholder mapping for the Financial Systems pillar and other pillars, identifying key decision makers/power brokers and develop innovative ideas for influencing them and transforming their mindsets
- Participate in the development of the Communications and Advocacy plan for the Financial Systems pillar; taking a lead in developing key messages and innovative influencing approaches on gender issues and ensuring it incorporates cross-pillar focus and perspectives
- Engage in advocacy for market systems change, building stakeholder awareness, helping to influence public and private policy at the highest level through dialogue and other communication platforms
- Ensure the effective delivery of aspects of the Communication and Advocacy plan that pertain to gender, including producing impactful communication assets in accordance with the plan
- Participate in networking events and/or convene stakeholders in order build awareness and influence the thinking around inclusive finance for women

**Team Coordination and Capacity Building:** Lead and coordinate teams of consultants, colleagues and other stakeholders to implement FSD Africa's gender strategy and work plan effectively:

- Identify and on-board a pool of retained consultants, internal team members/champions and partners who will deliver against the gender strategy, and manage them in a manner that supports quality delivery and positive team spirit
- Monitor and review performance of consultants, internal team members/champions and partners, holding them accountable for meeting standards and achieving results
- Build the capacity of colleagues and partners to implement the gender strategy and through coaching, advice, and the provision of training
- Play a significant role in the FSD Network, including leading the Gender Community of Practice and related activities that build the capacity of the network on gender, brokering alliances and advising on gender strategies and work plans

## 7. PERSON SPECIFICATIONS

### 7.1 Qualifications and Education

- A good quality relevant bachelor's degree from a recognised university
- Relevant post-graduate qualifications would be an advantage
- First class skills in written and spoken English

### 7.2 Experience, Knowledge and Skills

- Deep knowledge and understanding of inclusive finance and financial sector development, and of the market systems approach
- Significant knowledge and experience in inclusive finance and economic empowerment for women, and a willingness to play a leading role in realising these objectives for FSD Africa
- More than eight years of working experience in a relevant environment across multiple countries and institutions, including in Africa
- Evidence of acting as a leading voice in the field (e.g. papers published, conferences engagements)
- Familiarity with major African stakeholders in the field
- Experience in establishing and maintaining collaborative and trusted relationships with implementing partners, donors, private sector players and government counterparts
- Demonstrated track record of rigorous project management skills and achievement of results
- Demonstrated skills in managing large budgets, managing risk and ensuring value for money
- Experience with managing and reporting on complex donor-funded projects (ideally including DFID)
- Ability to apply research techniques, interpret and evaluate results and present them succinctly and clearly
- Experience in designing/conducting/managing research on gender-related issues
- Experience of working in a multi-cultural environment would be an advantage
- Proficiency in French and/or local African languages would be an advantage

<b>8. COMPETENCIES</b>	<b>Level 1 Foundation</b>	<b>Level 2 Specialist</b>	<b>Level 3 Leadership</b>
Commitment & Drive for Results		✓	
Proactivity & Innovation		✓	
Effective Resource Management		✓	
Relationship Building		✓	
Communication & Influencing			✓
Thinking & Problem Analysis			✓
Learning & Resourcefulness			✓

<b>9. KEY RELATIONSHIPS</b>		
<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>• Management team</li> <li>• Staff</li> <li>• Project committees (management level)</li> <li>• FSD Network gender focal persons</li> </ul>	<b>External Relationships</b> <ul style="list-style-type: none"> <li>• DFID financial sector and gender team members</li> <li>• Other development agencies</li> <li>• Policy and regulatory bodies</li> <li>• Decision-makers within financial institutions</li> <li>• Implementing partners and consultants</li> </ul>	
<b>10. FINANCIAL RESPONSIBILITIES</b>		
<b>Direct Control</b> <ul style="list-style-type: none"> <li>• Dedicated budget within Financial Systems pillar (to be determined)</li> </ul>	<b>Indirect Influence</b> <ul style="list-style-type: none"> <li>• Gender-related budgets in other FSDA pillars and FSDs</li> </ul>	
<b>11. APPROVAL PROCESS</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Job Holder</b>		
<b>Director, Financial Systems</b>		
<b>Chief Operating Officer</b>		