

JOB DESCRIPTION

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|--------------------------------|--|---|---|
| JOB TITLE | ESG ASSOCIATE | GRADE | 3 |
| PILLAR | FSD Africa Investments (FSDAi) | | |
| ABOUT THE ORGANISATION | <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: http://www.fsdafrica.org</p> | | |
| REPORTING RELATIONSHIPS | REPORTS DIRECTLY TO | Portfolio Risk Manager | |
| | REPORTS INDIRECTLY TO | Assistant Director, Risk (Finance Pillar) | |
| | DIRECT REPORTS | None | |
| | INDIRECT REPORTS | None | |
| JOB PURPOSE | <p>Reporting to Manager, Portfolio Risk, the ESG Associate will have the key responsibility of ensuring the implementation of FSD Africa’s E&S Performance Management (ESPM) System across investment and grant funded activities. The ESG Associate will act as a shared resource between FSDAi and FSD Africa while working closely with the Corporate Risk function and Development Impact pillar to ensure we mitigate adverse ESG risk and drive positive ESG impact in our sustainable finance work.</p> | | |

KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

1. ESG Screening & Due-Diligence

Conducting an ESG assessment of investment and project proposals prior to funding i.e. managing the assessment as it evolves from origination to the screening stage into the detailed due-diligence stage with the aim of informing EXCO and IC decision making. This will involve:

- ESG screening against FSD Africa’s exclusion list and applicable industry standards including FCDO.
- Early identification of key ESG risks and opportunities (including safeguarding) to inform go/no-go investment decision.
- Baseline ESG Risk Categorisation in line with FSD Africa’s ESPM Manual and ERM Framework
- Conduct site visits for focused ESG DD, where applicable, while working with external consultants

- Co-design ESG action plans, provisions and reporting obligations with partners for inclusion in project and investment papers as well as legal documentation

2. ESG Monitoring & Impact

Active monitoring with the investment and project teams to ensure implementation of the ESG Action Plans and reporting by external partners which will include:

- Regular check-ins with investees and project partners on areas of non-compliance with agreed actions, applicable legislation and industry standards/best practice
- Internal handling and escalation of material ESG disclosures which can include engaging with independent consultants to conduct deep dive risk based ESG assessments.
- Leading on the collation of ESG reporting from the investees and project partners based on agreed KPIs
- Collaborating with Development Impact pillar on FSD Africa's annual ESG and Impact reporting and fulfilling FSDAI's external ESG reporting obligations to UNPRI

3. Stakeholder Management and Capacity Building

- Providing appropriate guidance and support from a leadership perspective on FSD Africa's overall ESPM system implementation and practice to staff, investees and project partners
- Managing relationship with external ESG consultants engaged on a case-by-case basis in conducting focused/enhanced due-diligence.
- Close collaboration and frequent interaction with the internal ESG community of practice drawn from the different pillars.
- Maintain regular internal training and capacity building sessions on the ESG Policy and ESPM Manual and co-ordinating partner-focused trainings.

4. Industry Engagement

Contribute to FSDAI's engagement and obligations on thematic ESG areas such as climate, nature, biodiversity and human rights with key industry bodies or associations such as PRI, TNFD, ANCA.

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

PERSON SPECIFICATIONS

Qualifications and Education

- Master's Degree with 3 years or Bachelor's Degree and 4 year of practical work experience in Finance, Investments or Sustainable Finance

Essential Experience, Knowledge and Skills

- Demonstrated interest in ESG, Sustainability or Responsible Investing through professional qualification that is tailored to the financial sector.
- Progressive thinker with a passion for economic and social development in Sub-Saharan Africa through private sector investment
- Good communication and relationship building skills; in particular, training and engagement initiatives to a diverse audience.
- Excellent skills in written and spoken English, including report writing, presentation drafting and delivery.

Desirable

- Familiarity with one of the key E&S or sustainability frameworks such as SDGs, IFC Performance Standards, TCFD.
- Experience of working in a multi-cultural environment.
- Keen interest in growing a career in development finance.
- Previous experience of working in/with aid-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 |
|---|----------------|---------------------|---------------------|----------------------------|-------------------------|--------------------|
| ESSENTIAL FOUNDATIONS | | | | | | |
| Commitment & Alignment <i>Demonstrates commitment to serving our partners and alignment with the values and vision of FSD Africa</i> | | ✓ | | | | |
| Change & Challenge <i>Has a strong sense of ownership that leads to learning, self-starting, taking initiative, driving change and leading development</i> | | ✓ | | | | |
| ACHIEVEMENT COMPETENCIES | | | | | | |
| Situational Awareness & Thinking <i>Thinks clearly and intentionally, analysing information objectively, understanding issues, solving problems, and making decisions</i> | | ✓ | | | | |
| Drive for results <i>Is keenly motivated to achieve goals & act with accountability to deliver quality results</i> | | ✓ | | | | |
| PEOPLE COMPETENCIES | | | | | | |
| Relationships & Collaboration <i>Discerns and appreciates the values, viewpoints, or abilities of others; effectively reconciles different interests and displays emotional intelligence</i> | | ✓ | | | | |
| Communication & Influencing <i>Deliberately adjusts behaviour to accommodate others; communicates clearly, confidently, and appropriately to influence others</i> | | ✓ | | | | |

| KEY RELATIONSHIPS | |
|---|---|
| Internal Relationships <ul style="list-style-type: none"> • FSDAi staff • FSD Africa Staff | External Relationships <ul style="list-style-type: none"> • Investees • FCDO • Consultants • Industry associations |
| FINANCIAL RESPONSIBILITIES | |
| Direct Control n/a | Indirect Influence <ul style="list-style-type: none"> • ESG commitments and reporting |

| APPROVAL PROCESS | SIGNATURE | DATE |
|----------------------------------|------------------|-------------|
| Job Holder | | |
| Chief Investments Officer | | |
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