

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>ASSOCIATE, GREEN, CAPITAL MARKETS</b>	<b>GRADE</b>	3
<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>	REPORTS DIRECTLY TO	Senior Climate Finance Specialist, Capital Markets	
	REPORTS INDIRECTLY TO	N/A	
	DIRECT REPORTS	Consultants/external experts	
	INDIRECT REPORTS		
<b>OVERALL JOB PURPOSE</b>	<p>This role supports the Capital Markets pillar, working closely with the team and participating in various work streams within the market and it focuses on green finance in particular. The position will provide specific technical support to the specialist teams especially with Francophone countries (WAEMU Region and North Africa and SADQ region).</p> <p>The individual will play a proactive role in conducting research and analysing information to inform capital markets decisions; using an understanding of the green finance environment internally and externally (Green Criteria and Taxonomies, 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 that influence the development of green capital markets in Africa.</p> <p>In addition, the role will include responsibilities linked to the management of FSD Africa's Green Finance Working Group (WG). The Green Finance Working Group (WG) is a coordinating mechanism for green finance work across all the pillars of FSD Africa (Capital Markets, Early-Stage Finance, FSDAi, Green Transactions Accelerator and Risk &amp; Resilience), a depository of the organisations' combined expert knowledge and networks on green finance. Given the complexity of green finance, several interventions promoted by FSD Africa require input and contribution from different practice areas represented in the WG.</p> <p>This role will provide specific technical support to the Secretariat of the Green Finance Working Group of FSD Africa and will represent the main point of contact of the WG. More specifically, the role will amongst other things support in coordination of cross-pillar interventions, green pipeline development/tracking and reporting, communications coordination, presentations, research, support in project management of joint programmes.</p>		

## **KEY RESPONSIBILITIES AND ROLE REQUIREMENTS**

### **1. Thought Leadership, Knowledge Management and Strategy Development**

**Contribute towards the development and FSD Africa's Green Finance work by undertaking research, knowledge management, project design, project management and related initiatives aimed at maintaining the organisation's thought leadership in the market:**

- Stay abreast of local, regional and international regulatory and other Green Finance market developments
- Provide thought leadership and initiative in the green finance space specifically in Francophone Africa. This includes present at events, webinars, attend high-level meetings in French
- Be one of the primary points of contact for the WAEMU and SADQ Regions as well as North Africa together with the relevant Senior Capital Market Specialist
- Support the implementation of Regional Green Bond Programmes such as the SADQ Green Bond Programme
- Pay attention to personal professional development and learning in order to continually develop expertise in green finance
- Convene monthly meetings of the Green Finance Working Group, ensure effective communication across FSD Africa's pillars about the agenda of the meetings, produce action items to be followed up by the different members of the Group
- Update and maintain the FSD Africa's research and database (JIRA) of green projects to leverage data and information from the database for various operational and strategic objectives
- Regularly update the green project database to provide timely information to Donors and FCDO.
- Carry out targeted research and support in development of various presentations required for the Working Group strategy sessions or other forums
- As required, provide support in obtaining input into strategic documentation to be prepared for the Working Group
- Maintain general knowledge of and provide project management support to FSD Africa's green activities across the different pillars' initiatives, projects or programmes and to serve as the information resource to internal and external stakeholders on various aspects relating to such green initiatives such as status updates, results etc.

### **2. Working Group Planning and Project Management**

**Support the Capital Markets Team and the Working Group Secretariat with project management cycle including document preparation, preparation of terms of reference and tracking of progress on projects:**

- Actively participate in strategic planning in collaboration with regional or country representatives of the Foreign, Commonwealth and Development Office (FCDO) to originate workplans, ideas and project design
- Assist with the implementation and the management of projects with focus on the WAEMU and SADQ regions as well as North Africa (especially Morocco)
- Assist with preparation of concept notes, project summaries and Terms of Reference as required by the members of the Capital Markets Team and the members of the Working Group
- Support members by taking part in project meetings and maintaining progress updates for ongoing projects when required
- Liaise with Working Group members for monitoring and tracking of green finance project workplans and implementation plans to ensure progress is reflected in the green finance database
- Support in project management - including procurement, budgets, risk, MRM, stakeholder management of cross-cutting and organization-wide green finance projects.
- Join Senior Market Specialists in work trips and missions when required

### 3. Communication and knowledge sharing

Contribute to the FSD Africa's 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 Senior Climate Finance Specialist and the wider Capital Markets Team, support the coordination of knowledge about green finance across the different pillars of FSD Africa, which will include liaising with the communication team to host webinars, forums, workshops, or conferences, develop brochures or other relevant publications
- Collaborate with Working Group members and FSD Africa's communications team to enhance the organisation's internal and external communications strategy through stakeholder mapping, designing of targeted communication pieces and dissemination of such pieces
- Work with the Pillar Heads 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.

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

### PERSON SPECIFICATIONS

#### Qualifications and Education

- Masters Degree with 3 years or Bachelors Degree and 4 years of experience in the area of technical specialism, in a financial markets environment
- Excellent skills in written and spoken English

#### Essential Experience, Knowledge, and Skills

- Successful track record of conducting and analysing research
- Demonstrated skills in conceptualising, writing and presenting research findings in a manner that appeals to diverse audiences, OR extensive industry experience in a relevant area of technical specialism
- Project management experience especially in the convening of meetings, reporting and management of high-level stakeholders
- Interest in green finance and climate change specifically within the African context
- Willing to learn and able to work in fast-paced environment
- Languages: Bilingual French & English speaker

#### Desirable

- Understanding of the development world & strategic MRM (preferred)
- Demonstrated ability to communicate with and influence the behaviours of others in your team
- Experience of working in a multi-cultural environment
- Previous experience of working in FCDO-funded projects

### 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	Level 5: Leading	Level 6: Executive
<b>ESSENTIAL FOUNDATIONS</b>						
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>		✓				
<b>ACHIEVEMENT COMPETENCIES</b>						
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 &amp; act with accountability to deliver quality results</i>		✓				
<b>PEOPLE COMPETENCIES</b>						
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	
<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>Other pillars</li> <li>Development Impact</li> <li>Finance</li> <li>Communications and Advocacy</li> </ul>	<b>External Relationships</b> <ul style="list-style-type: none"> <li>Market stakeholders</li> <li>Clients and implementing partners</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.*