

JOB DESCRIPTION

JOB TITLE	Senior Specialist, Business Integrity	GRADE	5B
PILLAR	FSD Africa Investments (FSDAi)		
ABOUT THE ORGANISATION	<p>Established in 2012 and supported by UK aid, FSD Africa is a specialist development agency working to make finance work for Africa’s future. FSDAi was established by FSD Africa in 2016 to deploy early-stage, risk-bearing capital to unlock green economic growth, benefiting both people and planet, alongside FSD Africa’s market building work. Our investments are catalytic, serving to crowd-in larger volumes of private capital, and patient, with long-term horizons.</p> <p>As a leading financial systems catalytic investor at the forefront of deepening Africa’s financial sector, our mission is to enable private finance to solve critical development challenges across the continent. We are working towards this goal by investing in organisations that improve the availability and efficiency of finance for productive activities, basic social services and addressing climate change.</p> <p>Please find more details about FSDAi on our website at: http://www.fsdafrica.org/fsdai</p>		
REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Principal Legal Counsel	
	REPORTS INDIRECTLY TO	Chief Investment Officer (CIO)	
	MANAGEMENT OVERSIGHT	Business Integrity Team	
JOB PURPOSE	<p>The Senior Specialist, Business Integrity is responsible for advising the FSDAi and FSD Africa management teams on how to apply the highest ethical standards to every aspect of their operations as well as ensuring compliance with relevant legislation and regulation. The role holder will develop and lead the implementation of business integrity management systems to ensure the sustainable, responsible, and resilient delivery of financial solutions that achieve development impact consistent with FSD Africa’s Purpose and Values. This includes enabling FSDAi and its investees to manage the range of operational risks, anti-corruption, anti-money laundering and/or counter terrorism-financing, sanctions compliance and anti-fraud controls, reputational risks, ESG, nature, and safeguarding. This function ensures FSDAi is adhering to ethical and responsible investment practices to deliver sustainable outcomes for FSDAi as it tests, accelerates and mobilises capital for Africa’s sustainable growth.</p>		

KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

KRA 1: Thought Leadership & Expert Advisory

Support the CIO on evolving FSDAi’s business integrity and responsible investing practices, positioning the organisation as a driver of change in the market

- Stay abreast of local, regional, and international Business Integrity issues, trends and legislation in order to underpin the development of strategy and the provision of expert advice
- Further develop country-, product- and sector-specific expertise on relevant Business Integrity risks to the investment portfolio to inform FSDAi’s risk management approach

- Build and maintain a network of external contacts/stakeholders relevant to enhancing the FSDAi team's knowledge, effectiveness and impact
- Be the face of compliance, by ensuring that queries, clarifications and ethical dilemmas of the business are duly addressed
- Work collaboratively with the CIO and the Strategic Comms unit to identify opportunities for FSDAi to influence wider market practices by acting as champions for Business Integrity, for instance, this might include:
 - * Developing and circulating communications campaigns
 - * Representing FSDAi at conferences and events
 - * Posting opinion pieces on social media

KRA 2: Strategy & Portfolio Development

Manage the incorporation of Business Integrity at all stages of the investment cycle; support investment teams to ensure rigour in the due diligence assessments and to integrate business integrity into their interventions

- Foster strong and effective relationships with investment teams (both FSDAi and FSD Africa), as well as other operational teams, ensuring a good understanding of their strategic goals and the challenges of impact investing; position the Business Integrity unit as providing value-adding support for their protection (rather than a 'policeman')
- Support FSDAi Investment teams and the FSD Africa pillars (including support departments) to integrate business integrity into all of their activities
- Work collaboratively with the Senior Specialist Strategic Risk to develop protocols for screening potential investees and for conducting due diligence assessments; ensure that the two risk-management units work collaboratively to develop and implement an effective process that delivers a positive customer experience
- Lead on Business Integrity due diligence for pipeline investments, undertaking BI related research, and providing written and oral analysis of the business integrity risks to investment teams and senior management
- Work collaboratively with deal teams and colleagues in the Risk & Legal department to ensure that BI risks are effectively managed for each in individual investment, for instance, by:
 - * Ensuring that requirements for Business Integrity are included in contracts
 - * Supporting the development of capacity-building plans
 - * Developing BI monitoring plans that will be implemented post-investment

KRA 3: Investment Portfolio Support

Work with deal, risk and impact teams to ensure post investment execution of sound business integrity management; support deal teams to manage matters that arise on business integrity in line with our policies

- Building on findings from due diligence assessments and resultant BI risk management plans, develop a plan for monitoring BI risk across FSDAi's entire portfolio
- Ensure that members of investment teams, investees and any other stakeholders understand their roles and responsibilities for the management of risk, and for reporting
- Deploy the BI team and outsourced consultants to implement the BI risk management plan; once again, coordinate effectively with the Strategic Risk Manager to ensure an efficient, non-bureaucratic, process that supports a good customer experience
- Lead the team in collating data, analysing findings to generate insights, and developing reports; escalate any concerns or evolving issues to the Principal Risk & Legal post haste
- Assist with investigating cases - draft an investigation plan, implement and execute the plan including interviewing concerned people, reviewing process documents, policies and controls, where applicable, and finalise the investigation report

KRA 4: Systems Development & Risk Management

Work with FSDAi and FSDA management to ensure robust systems, policies and procedures are in place for the effective management of business integrity:

- Work collaboratively with the Principal Risk & Legal to develop and role model a culture of effective risk and compliance management; encourage a culture of continuous improvement and learning (rather than blame and cover-up)
- Work collaboratively with senior colleagues in the Risk and Legal team and in the Finance team to ensure that FSDAI's risk universe is effectively mapped and consolidated into an integrated risk management framework
- Lead the development of effective and easy-to-use systems tools and templates that will support the team, investees, partners and other stakeholders to manage Business Integrity risk and ensure compliance in a cost-effective manner, without excessive bureaucracy
- Work collaboratively with the Development Impact and Corporate Services teams as required to integrate BI Risk Monitoring and Management into FSD Africa's ICT systems
- Lead on the development of FSDAI's Business Integrity Risk Management policies, procedures and guidelines, ensuring that all are kept up to date in line with good practice

KRA 5: Capacity Building

Provide capacity-building support to FSDAI investment teams and to investees on ESG, GLI, Safeguarding and responsible investing practices

- Ensure that stakeholder identification and training needs analysis is carried out at both organisational and individual investment levels; use this information to develop the team's Capacity Building Plan
- Ensure that the above Plan is operationalised by the team; utilising good practice in adult learning to design and deliver interventions that will enhance participants' motivation and skills
- Work with investees to strengthen corporate governance, including board and oversight structures, risk governance frameworks and reporting channels
- Identify, communicate and promote best practices in dealing with Business Integrity issues, both internally and externally, such as through training and awareness sessions; provide inputs for enabling compliance by addressing the challenges faced by the business, etc.
- Collaborate with the HR & Talent team to ensure that HR practices (e.g. staff induction and performance management) promote consistent messages

KRA 6: Team Leadership

Lead the Business Integrity team of staff and consultants in a manner that empowers them to add value to the organisation and deliver high standards of performance

- Ensure that the Business Integrity Unit is resourced with the expertise necessary to deliver on the workplan through a combination of recruitment and management of staff and procurement of consultants
- Ensure that each team member (including consultants) is provided with clarity concerning goals and expectations of their personal role in achieving results, standards and behaviour
- Plan and organise the work of the team to accomplish goals and targets in the most cost-effective and impactful manner possible
- Monitor and review performance and hold staff accountable for achieving results, meeting standards of excellence and taking decisive action in the case of poor performance
- Ensure delivery of an engaging leadership style that motivates team members, results in high performance and complies with FSD Africa's EDI policies

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

PERSON SPECIFICATIONS

Qualifications and Education

- Master's degree and 11 years of experience or Bachelor's Degree and 12 years of experience in Business Administration, Risk Management, Finance, or other related field
- Relevant professional qualification (e.g. CFA, FIA, CERA, PRMIA, FRM)

- Professional training &/or significant experience in Investment Risk Management from a recognised institution

Essential Experience, Knowledge, and Skills

- Significant experience in investment risk management, and proven ability to contribute to development and implementation of Business Integrity framework
- Strong engagement and influencing skills, with the ability to gain the respect of, and buy in from staff and stakeholders at all levels, including Board level.
- Able to understand and contribute to organisational strategy, especially investment strategy
- Strong commercial acumen with extensive experience in negotiating commercial agreements, developing and delivering business opportunities which achieved growth
- Deep and wide-ranging technical understanding of business integrity risks such as anti-money-laundering, anti-corruption, anti-fraud and sanctions compliance
- Experience of effectively leading a busy team to support multiple projects; track record of utilising an engaging management style to manage and motivate a team
- Candidates should be strongly motivated by FSDAi’s development mission and ideally demonstrate some commitment to development or social goals through previous executive or non-executive activity

Desirable

- Experience of working in a multi-cultural environment
- 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"> • Management team • Investment teams • Development Impact team • Interactions with other Pillars • Staff 	External Relationships <ul style="list-style-type: none"> • Investees and potential investees • Consultants and advisors • Venture capital ecosystem players in Africa • Other development finance agencies • Private and financial sector stakeholders
FINANCIAL RESPONSIBILITIES	
Direct Control <ul style="list-style-type: none"> • Monitoring of approved investments to investee companies 	Indirect Influence <ul style="list-style-type: none"> • FSDAi investment capital and operational spend

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Chief Investments Officer		
Director HR & Talent Management		

Commitment to Equity, Diversity, and Inclusivity:

FSD Africa is committed to building a diverse organization and a climate of equity and inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

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.