

## Vacancy Announcement – Investment Officer

<b>Job Title:</b>	Chief Business Officer: Investment and Advisory	<b>Reports to</b> ❖ Managing Director
<b>Department:</b>	Public Private Partnerships and Sovereign Business Line	<b>Location</b> Nairobi Regional Office

The Company for Habitat and Housing in Africa (“Shelter Afrique” or “SHAF” or the “Company”), is a Supranational entity in the Development Financial Institution sector providing affordable housing and Urban development in Africa. A Pan-African Institution with partnership of 44 African Governments, the African Development Bank (AfDB) and the Africa Reinsurance Corporation (Africa-Re) providing financial solutions and related services to support the supply and demand-side of the affordable housing value chain. The company provides advisory and project management services for major affordable housing projects, as well as credit lines to financial institutions to finance access to affordable housing in 44 African countries. The company has its headquarters in Nairobi with regional offices in Abidjan in Ivory Coast and Abuja in Nigeria.

### Job Purpose:

The Chief Business Officer will work with the leadership team to develop and execute action-oriented strategic plans for Shelter Afrique Development Bank’s business activities while ensuring alignment with the institution’s broader vision and mission in fulfilling its pan-African mandate.

The Chief Business Officer will also be responsible for scaling up business development and advisory services, including building relationships with new and existing clients. A major part of the role will involve setting and managing annual operational goals as well as strategic plans and represent the institution with clients and stakeholders.

### Key Responsibilities and Job Dimensions

#### Key Responsibilities

- ❖ Lead the planning and implementation of the bank’s strategy across its four business lines (Financial Institutions, Project Finance, Fund Management, Public and Private Partnerships).
- ❖ Manage and grow the entire institution’s portfolio in terms of clients, target markets, product offerings, revenue generation and cost management.
- ❖ Develop business opportunities and monitor business activities in line with the bank’s long-term strategic and annual business plans and ensure that it proactively reacts to changing market conditions and client needs and remains competitive.
- ❖ Develop strategies to identify prospective clients, strategic partners and build collaborative

relationships that will drive growth, market penetration, profitability, and shareholder return.

- ❖ Responsible for maintaining a healthy relationship with clients, ensuring there are no cases of delinquencies or delay in instalments payments.
- ❖ Develop and oversee compliance with the corporate investment policy and advise Management on investment capital and surplus cash, implementing any directives given.
- ❖ Consult with the Credit and Operations department to formulate strategies and guidelines to ensure good quality lending portfolio(s).
- ❖ Nurture the right business partnerships and build the eco-system for the bank that enables greater visibility across the continent.
- ❖ Develop the Bank's advisory capabilities and offerings as a profit centre.
- ❖ Ensure maintenance of a business intelligence management system that will enable continuous tracking of Business performance, client and product profitability, and client satisfaction.
- ❖ Provide effective leadership and direction to the business teams to ensure the execution and achievement of financial and other objectives identified in the strategic plan within agreed timelines.
- ❖ Develop and implement a high performance based and vibrant culture that facilitates employee learning, growth, and job satisfaction; and achieves staff retention.
- ❖ Collaborate with direct reports and the executive team to develop a comprehensive strategy and provide the effective and inspiring operating leadership necessary to grow the business.

### **Working Conditions**

The role may require frequent travel.

### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

#### **Academic Qualifications**

- ❖ A Master's degree in Business Administration, Estate Management, Economics, or related field(s).
- ❖ Exceptional communication skills. Ability to deliver effective external presentations with partner organizations, corporates, government, potential donors, and financiers.
- ❖ Fluency in written and verbal English/French or working knowledge of the other is required.

#### **Professional Qualifications / Membership to professional bodies**

- ❖ Certifications in Business Development in Real Estate Finance would be an added advantage.
- ❖ Certified Financial Analyst (CFA) would be a plus.

#### **Previous relevant work experience required**

- ❖ Minimum twelve (12) years' senior management experience in leading Business

Development, Credit management, large scale real estate, and/or development finance, preferably in a Developmental Finance Institution.

- ❖ Experience in developing exceptional client services including market and country mapping, solicitation and analysis of client and peer feedback, identification and management of pipeline opportunities and competitiveness analysis.
- ❖ Experience executing a suite of systems, processes, and policies designed to support high quality delivery of services to the bank's clients.
- ❖ Experience in overseeing the delivery of integrated financial services to clients, with a strong emphasis on financial soundness and contribute to client growth.
- ❖ Experience serving on an executive leadership team. A key role will be to facilitate development of the Bank's commitment to a decentralized business model which places greater authority and responsibility to regional operations.
- ❖ Experience with the interface between Head Office and regional entities/offices, the challenges of an evolving matrix structure, an understanding of the challenges of an international development finance institution, and an ability to manage change.
- ❖ Demonstrated success in negotiating partnerships, through strong financial analysis skills, including an ability to understand and apply information from portfolio construction models, and other analytic tools.
- ❖ Track record of managing strong, diverse teams. The role holder must be able to lead, coach, and hold accountable the business teams. Experience with developing and/or applying quality assurance processes as management tools will be an added benefit.

## Application

- ❖ Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: [hr@shelterafrique.org](mailto:hr@shelterafrique.org)
- ❖ Applicants must indicate the position for which they have applied in the subject line of their email.
- ❖ The deadline for submission is **20<sup>th</sup> January 2024**.
- ❖ Only shortlisted candidates who meet the above requirements will be contacted.
- ❖ We invite you to learn more about Shelter-Afrique and this role by visiting our website: <http://www.shelterafrique.org>