

VACANCY ANNOUNCEMENT

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| Job Title: | Chief of Staff | Reports to |
| Department: | Managing Director | ❖ Managing Director |
| | | Direct Reports |
| | | ❖ Executive Office Team |

Shelter Afrique Development Bank (ShafDB) is a Pan-African housing finance and development institution established by African Governments to provide financial solutions and technical assistance for affordable housing and urban development across the continent. To enhance institutional coordination, strategic execution, and performance monitoring, the Bank seeks to recruit a Chief of Staff to provide direct strategic, operational, and advisory support to the Managing Director and Executive Management Team.

The Chief of Staff (CoS) serves as a trusted advisor and strategic partner to the Managing Director, providing high-level coordination, analytical, and leadership support to ensure that institutional priorities are executed effectively and on time. The CoS will strengthen alignment between the Bank's strategic objectives, management decisions, and departmental actions, ensuring smooth operations and effective communication across the institution.

Key Responsibilities and Job Dimensions

a. Strategic Coordination and Execution

- ❖ Support the Managing Director in translating institutional strategies into actionable plans.
- ❖ Track implementation of Board and Management decisions, ensuring timely follow-up and accountability.
- ❖ Oversee cross-departmental coordination to drive delivery of strategic initiatives.
- ❖ Prepare briefs, reports, and analytical materials to support decision-making by the Managing Director.

b. Executive Office Management

- ❖ Manage the workflow, priorities, and agenda of the Managing Director's Office.
- ❖ Ensure timely preparation of documentation and communication for meetings with internal and external stakeholders.
- ❖ Act as a liaison between the Managing Director and the Management Team, ensuring consistency of messages and follow-through on commitments.
- ❖ Supervise the Executive Office team to ensure efficiency and professionalism in all administrative and coordination functions.

c. Institutional Performance Monitoring

- ❖ Coordinate the preparation of performance reports, dashboards, and strategic reviews for senior management and the Board.
- ❖ Monitor progress of institutional initiatives and identify areas requiring intervention or escalation.

- ❖ Ensure alignment between departmental workplans and the corporate strategic plan.
- d. **Stakeholder Engagement and Communication**
 - ❖ Support the Managing Director in engagements with shareholders, Board Members, development partners, and Clients.
 - ❖ Review and quality-assure key communication materials from the Executive Office.
 - ❖ Represent the Managing Director in internal meetings or strategic forums when delegated.
- e. **Governance and Organizational Effectiveness**
 - ❖ Facilitate coordination between the Managing Director's office and the Executive team on governance processes.
 - ❖ Support implementation of management systems that enhance efficiency and decision-making.
 - ❖ Promote a culture of collaboration, accountability, and continuous improvement across the institution.

Experience and Academic Qualifications

- ❖ **Experience:** Minimum of 10 years of progressive experience, including at least 8 years in a Chief of Staff role within a Multilateral financial institution.
- ❖ Proven experience in strategy implementation, corporate performance management, or executive advisory functions.
- ❖ **Academic:** Master's degree in Business Administration, Management, Economics, Finance, or related field. Additional certification in Strategy, Project Management, or Corporate Governance is an advantage.
- ❖ **Language:** Fluency in written and verbal English/French or working knowledge of the other is required.

How to Apply:

Interested candidates should submit a detailed CV and cover letter to hr@shelterafrique.org with the subject: "Application – Chief of Staff" 20th February 2026

Shelter Afrique is an equal opportunity employer.