

## VACANCY ANNOUNCEMENT

Job Title:	Credit Administration & ESG Officer	<b>Reports to</b> ❖ Director, Credit & Operations
Grade:		
Department:	Credit & Operations	<b>Direct Reports</b> ❖ N/A

The Company for Habitat and Housing in Africa (“Shelter Afrique”) 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 institution 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:

As a Credit Administration & ESG Officer, you will play a dual role in supporting the credit administration function and implementing Environmental, Social, and Governance (ESG) strategies. You will ensure efficient credit operations, regulatory compliance, and high-quality documentation throughout the credit lifecycle. A critical aspect of your role will involve supporting portfolio management processes by maintaining accurate records, monitoring exposures, and identifying early warning signs to help minimize defaults. You will also collaborate across departments to integrate ESG standards into operational and investment decisions.

### Key Responsibilities and Job Dimensions

#### Credit Administration & Portfolio Management Support:

- ❖ **Credit Documentation:** Prepare, review, and maintain accurate credit documentation in compliance with company policies, approval conditions and regulatory requirements.
- ❖ **File Management:** Manage credit files and ensure completeness, accuracy, and organization of all relevant documents throughout the credit process.
- ❖ **Data Entry and Recordkeeping:** Maintain databases and systems by accurately inputting credit-related information, ensuring timely updates to support portfolio monitoring and risk analysis.
- ❖ **Coordination:** Work with credit analysts, loan officers, Portfolio Manager, and other departments to gather necessary information and documentation and support credit evaluations, disbursements, and monitoring.
- ❖ **Compliance Oversight:** Ensure adherence to internal policies, procedures, regulatory guidelines and approval conditions to reduce operational and credit risk.

- ❖ **Reporting:** Generate periodic reports on credit activities, portfolio management and document compliance for internal and external use.
- ❖ **Customer Service:** Address inquiries from internal and external stakeholders regarding credit-related matters professionally and promptly.
- ❖ **Process Improvement:** Identify and implement improvements to streamline processes, reduce turnaround time, and enhance overall credit lifecycle efficiency.

#### **Environmental, Social, and Governance (ESG):**

- ❖ **ESG Strategy:** Develop, implement, and monitor the company's ESG strategy, policies, and initiatives in alignment with industry best practices and regulatory requirements.
- ❖ **Stakeholder Engagement:** Engage with internal and external stakeholders to communicate ESG goals, gather insights, and foster a culture of transparency and responsibility.
- ❖ **Reporting and Compliance:** Oversee the collection, analysis, and reporting of ESG-related data. Ensure accurate and timely reporting to stakeholders, regulatory bodies, and relevant indices.
- ❖ **Risk Assessment:** Identify, evaluate, and address ESG-related risks and opportunities. Develop mitigation strategies to enhance the company's sustainability and resilience.
- ❖ **ESG Integration:** Collaborate with various departments (such as CSR, HR, operations, and finance) to integrate ESG considerations into business strategies and operations.
- ❖ **Benchmarking and Improvement:** Monitor industry trends, benchmarks, and standards to continuously improve the company's ESG performance. Identify areas for enhancement and innovation

#### **Academic and Experience Qualifications**

- ❖ **Experience:** Minimum of six (6) years of relevant experience in the financial sector, preferably in a Developmental Financial Institution (DFI) .
- ❖ **Education:** Bachelor's degree in finance, Business Administration, Environmental Studies, or related field. A master's degree or professional certification (e.g., CFA, PRM, ESG-related) is an added advantage.

#### **Technical and Soft Skills:**

- ❖ Strong understanding of Development Finance Institutions and banking industries.
- ❖ Strong financial and credit analysis capabilities.
- ❖ Proven ability to manage client relationships and respond to client needs.
- ❖ Familiarity with a range of financial instruments and credit structures.
- ❖ Excellent analytical and problem-solving skills
- ❖ Effective communicator with strong stakeholder management abilities.
- ❖ Ability to work under pressure and manage multiple projects.



**How to Apply:**

Interested candidates should submit a detailed CV and cover letter to [hr@shelterafrique.org](mailto:hr@shelterafrique.org)

with the subject: "**Application – Credit Administration and ESG Officer**" 11 March 2026

Shelter Afrique is an equal opportunity employer. Women and persons from diverse backgrounds are encouraged to apply.