The AECF (Africa Enterprise Challenge Fund) is a non-profit institution supporting early and growth stage businesses – through provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalized communities in Africa.

AECF’s strategy is focused on agribusiness/agriculture and renewable energy sectors with increased support to climate technologies, deepened focus on gender, youth, and employment, aimed at attaining the institution’s vision of ‘A Prosperous and Enterprising Rural Africa’.

The AECF is headquartered in Kenya with offices in Cote d’Ivoire and Tanzania.

The position sits within the establishment of the Finance for Inclusive Growth Programme – Somalia.

**About the Programme**

Finance for Inclusive Growth in Somalia (FIG – Somalia) is a pilot programme component under the Inclusive Local and Economic Development (ILED) a programme whose objective is to contribute to stability in Somalia by extending state authority and services, promoting local reconciliation and peacebuilding, creating inclusive economic opportunities and protecting the most vulnerable. FIG Somalia seeks to work through participating financial institutions to fill a financing gap in Somalia by providing them with access to a revolving fund for credit to be used for the sole purpose of providing onward lending to women and youth in business and producers.

We are looking for a candidate who is passionate, innovative and has the technical capability for the role of a Portfolio Officer.

**JOB SUMMARY**

The Portfolio Officer is responsible for providing broad-based technical and portfolio management of the AECF Somalia portfolio of projects. S/he is expected to work flexibly and collegially in offering support to the Programme Manager and other internal stakeholders.

**DUTIES & RESPONSIBILITIES**

- Conduct review of investees’ progress reports and feedback process.
- Conduct project site visits on a periodic basis to ensure that: project implementation is on track; performance targets are being met; progress reporting is timely and accurate; project funds are utilized in an appropriate and transparent manner; and the investee is complying with the grant agreement.
- Liaise with the AECF Impact team to develop and maintain results measurement plans.
- Report qualitative and quantitative progress and impact to the broader AECF team, including communications in order to package impact data, human interest stories and lessons learned for broader dissemination.
- Follow-up with investees to ensure that project to project linkages are established and reported, open source initiatives are supported and information on outcomes/ progress markers is collected, reported and shared within agreed networks.
- Provide mentoring and coaching to support investees implement their planned activities, the M&E and reporting systems.
- Review disbursement requests and relevant reports, ensuring responsible and timely disbursement of
Approved funds to investees.

- Prepare and share investees risk one pagers with relevant teams.
- Contribute to identification of investees who require technical assistance and arrange to deliver services based on the AECF TA and Learning service delivery framework.
- Work with the Programme Manager to recover outstanding revolving loans funds as due from investees.
- Continually review investee document folders, clean out any duplicates and ensure all relevant documents are on record.
- Update portfolio databases.
- Serve as the AECF contact person to receive, acknowledge and log in all reports ensuring that they are reviewed and subsequent actions i.e. payments, extensions/amendments, closures, are handled in a timely manner.
- Assist the Programme Manager in identifying investees requiring technical assistance and provide training as needed, including providing assistance in compliance with AECF application and reporting requirements.
- Maintain a revolving funds ageing analysis and schedule and follow up with the investees on recoverability of outstanding revolving funds.

**ACADEMIC QUALIFICATIONS**
Bachelor’s degree in Finance, Accounting, Business, Economics, Development Studies, Agricultural Economics, or other relevant field of study.

**RELEVANT EXPERIENCE**
- A minimum of three (3) years of experience in one or more of the following areas: finance, agriculture, agribusiness, SME finance, rural financial services, renewable energy and adaptation to climate change.
- Minimum of three (3) years of experience in the microfinance/banking sector in Somalia and with financial and grants management, with the ability to review, analyse and interpret budgets, financial management systems; financial statements (including income and expenditure statements and cash reconciliation statements) and audit reports.

**PHYSICAL ENVIRONMENT & DEMANDS**
- Must possess excellent organizational and project management skills.
- A good understanding of gender and rural and/or financial services markets in Somalia
- An understanding of the operations of donors and international development organizations
- Excellent analytical and communication skills with the ability to prepare proposals, reports and concept papers to a high level of proficiency
- Somali nationals are preferred with knowledge of Somali language

The AECF is an Equal Opportunity Employer. The AECF considers all applicants based on merit without regard to race, sex, colour, national origin, religion, age, disability or any other characteristic protected by applicable law.

If you believe, you can clearly demonstrate your abilities to meet the relevant criteria for the role, please submit your application quoting in the subject line the Job Title ‘Portfolio Officer/AECF/Somalia/2020’ and attach a detailed CV with correct e-mail address and telephone contacts to recruitment@aecfafrica.org to be received on or before 28th September 2020.

Only shortlisted candidates will be contacted. For more information on AECF, please visit www.aecfafrica.org