

Vacancy Announcement – Investment Officer

Job Title:	Investment Officer(FIG)	Reports to ❖ Regional Lead: Financial Institutions Group
Department:	Financial Institutions Group	Location Nigeria

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 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

Responsible for the execution of approved investments with Financial Institutions, incl. MFIs, Cooperatives and ensuring best in class solutions and products addressing both demand and supply of housing.

The primary focus will be driving sector business volume, impact, profitability, and quality of the Financial Institutions Group portfolio.

Key Responsibilities

a) Strategy Execution

- ❖ Develop and execute appropriate product and services strategies for the Financial Institutions Group across the regions including business development, client engagements with the goal of building a robust investment pipeline and portfolio.
- ❖ Build the institutions knowledge base for best practices and take part in knowledge sharing and dissemination.
- ❖ Initiate collaboration and share expertise as a subject matter expert, providing advice, peer review and contribution to knowledge products across to the other business sectors to strengthen internal and/or external client solutions, including targeting potential investments and advisory work.
- ❖ Promoting the institution’s brand and participating in sector specific conferences and workshops.

b) Transaction Origination

- ❖ Track developments and monitor target markets, conduct roadshows and other market activation activities, build, and maintain a network of potential institutions and counterparties, collect information and documentation, screen proposals and identify lending opportunities that best meet SHAF's objectives.
- ❖ Develop a strong pipeline of good quality investment opportunities across the Financial Institutions Group anticipating market trends and executing appropriate solutions.
- ❖ Synthesize information into internal reports for decision making purposes.

c) Structuring and Negotiation

- ❖ Evaluate, at an early stage, the quality of potential counterparts and transactions to determine bankability and alignment with FIG strategy and eligibility criteria.
- ❖ Work with potential clients to develop financing structures in line with the institutions Risk and Policy Guidelines.
- ❖ Develop innovative and appropriate financial structures for complex transactions.
- ❖ Analyse financial statements and financial projections/models; perform sensitivity analysis and stress testing and make necessary recommendations.
- ❖ Draft term sheets, financial reports, lending proposals and approval documents and facilitate approval by appropriate hierarchies.
- ❖ Ensure that the financial terms set by the institution provide adequate returns and development impact.
- ❖ Negotiate commercial terms and conditions of loan and other project documentation with counterparts.
- ❖ Develop solutions and overcome impasses in straightforward and complex transactions.
- ❖ Participate in the follow-up, monitoring and possible renegotiation of transactions.

d) Environmental and Social (E&S)

- ❖ Coordinate closely with social, environmental, and technical assistance colleagues to add value to clients' businesses, find pragmatic solutions to the specific sector challenges, and achieve sustainable development impact.

e) Disbursement and Monitoring

- ❖ Coordinate and report on contractual compliance at all stages of the disbursement cycle.

f) Mentoring and Coaching

- ❖ Mentor and coach colleagues to help build cross functional talent across the business sectors.

Working Conditions

The role requires working non-standard working hours and occasional out of station travelling.

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

Academic Qualifications

- ❖ Postgraduate degree in Business Administration, Banking, Economics, Finance, Commerce, Economics, or a degree related to construction field (architecture, quantity survey, civil engineering) but with a strong background in finance and economics.

- ❖ CFA is preferred.

Professional Qualifications / Membership to professional bodies

Relevant certifications in real estate, deal structuring and investment banking are desirable

Previous relevant work experience required

- ❖ A minimum of Six (6) years of relevant experience covering the financial sector, preferably in a Developmental Financial Institution (DFI) or investment related function.
- ❖ Proven track-record of sourcing, structuring, and closing financial institution transactions, ideally including investments in Africa.
- ❖ Exceptional understanding of financial and operational characteristics of financial institutions, particularly in Africa or other emerging markets.
- ❖ Sound client relationship skills, track record and ability to focus on client needs.
- ❖ Strong financial and credit skills and demonstrated ability to structure a variety of complex financial instruments (debt and equity).
- ❖ Ability to interact directly and independently with the senior management of potential clients, financial and technical partners as well as senior government officials.
- ❖ Financial Institution and equity investments experience is essential; backed by references and deal sheet.

Behavioural Attributes/Competencies

- ❖ Professional demeanour with excellent interpersonal skills.
- ❖ Proactive problem-solving and ability to handle sensitive situations diplomatically.
- ❖ Capacity to work under pressure and meet tight deadlines.
- ❖ Self-driven and result oriented

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
- ❖ Applicants must indicate the position for which they have applied in the subject line of their email.
- ❖ 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>