

## Vacancy Announcement

<b>Job Title:</b>	<b>Investment Officer</b>	<b>Reports to</b> Regional Lead: PPP
<b>Business Sector</b>	Public Private Partnerships (PPP)	<b>Location</b> Nairobi/Abidjan/Abuja

The Company for Habitat and Housing in Africa (“Shelter Afrique” or “SHAF”) is a supranational entity in the Development Financial Institution sector providing affordable housing and Urban development in Africa with a membership of 44 African Governments and with the African Development Bank (AfDB) and Africa Reinsurance Corporation (Africa-Re) as shareholders.

The institution provides financial solutions and related services to support the supply and demand side of the affordable housing value chain as well as credit lines to financial institutions to finance access to affordable housing in 44 African countries. Member States. It is headquartered in Nairobi with regional offices in Abidjan (Ivory Coast) and Abuja (Nigeria).

### Job Purpose:

Responsible for the execution, design, and delivery of housing finance solutions in collaboration with member countries for both supply and demand of housing, and will also address mixed income, mixed-use and social housing requirements.

The primary focus will be driving business sector volume, impact, profitability, and quality of assets under the Public Private Partnership and Sovereign (PPP & SO) business sector.

The investment officer will work directly with Governments, state owned housing entities and housing parastatal companies and local Governments across all regions. He/she will work collaboratively with the Public and Private Sector/Sovereign ecosystems for delivery of impactful, decent, and affordable housing projects.

### Key Responsibilities

#### a) Strategy Execution

- ❖ Contribute to the definition and preparation of the PPP business development strategy and implementation programs.
- ❖ Execute the semi-annual and annual business plans for PPP to enable business development, with the objective of building a robust and bankable investment pipeline.
- ❖ Initiate collaboration and share expertise as a subject matter expert with other business sectors, providing advice, peer review and contribution to knowledge products across the institution 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 market, 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 PPP objectives.

- ❖ Ensure the investment vehicles are equipped with strong and quality corporate governance structures.
- ❖ Develop a strong pipeline of good quality investment opportunities, anticipating market trends and employing sector/country knowledge.
- ❖ Synthesize information into internal reports for decision making purposes.

### **c) Structuring and Negotiation**

- ❖ Conduct preliminary meetings with Government parties and/or public sector entities and companies.
- ❖ Develop concept note to introduce the PPP transactions and collect all the relevant documentation and information including the partnership requests.
- ❖ Define the pre-development activities, costs, and funding strategies.
- ❖ Develop Memorandum of Understanding(M.o.U's) with all the stakeholders to define the roles and responsibilities of each party.
- ❖ Execute on-site deep dive project-partnership assessment missions to issue an informed "Project Information Summary (PIS)" is submitted to the Loans Committee for approval.
- ❖ Where the investment vehicle does not exist, identify, or structure the appropriate investment vehicles directly with Government or Government dedicated entities or related strategic partners from the private sector.
- ❖ Evaluate, at an early stage, the quality of potential counterparts and projects to determine bankability and alignment with the institution's objectives and eligibility criteria.
- ❖ Conduct credit and financial due diligence by developing financial models and in general assessing the risk and credit profile of proposed transactions and reviewing related contracts and project documents.
- ❖ Develop innovative and appropriate financial structures for complex transactions.
- ❖ Work with potential Public Sector clients to develop financing structures in line with the institution's Risk and Policy Guidelines.
- ❖ Coordinate the appraisal process to establish creditworthiness of the Borrower/Guarantor and the financial, economic, and technical viability of the project.
- ❖ Participate in due diligence missions and provide technical support and recommendations to Project Teams in negotiations with government entities project developers, sponsors, and financiers to facilitate the financial closing of transactions and implement projects.
- ❖ 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 impact.
- ❖ Recommend commercial terms and conditions of credit facilities and other project documentation with counterparties to appropriate internal committees.
- ❖ Develop solutions and overcome impasses in straightforward and complex transactions.
- ❖ Participate in the follow-up, monitoring and where appropriate, re-negotiation of transactions.

### **d) Environmental and Social (E&S)**

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

### **e) Disbursement and Monitoring**

- ❖ Coordinate contractual compliance and the disbursement process.

#### 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, Law, Banking, Economics, Finance, Commerce, Economics, or a degree related to construction field (architecture, quantity survey, civil engineering)

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

Relevant certifications in Real Estate Development/Public Private Partnerships and Sovereign Lending CFA would be plus for this role.

##### Previous relevant work experience required

- ❖ Six (6) years of experience with a Development Finance Institution(DFI) a commercial bank, Fund Management in a private equity fund with tasks related to Real Estate and Public Private Partnership project financing.
- ❖ Proven track-record of sourcing, structuring PPP, and Sovereign Lending and closing project financing in real estate and/or infrastructure sectors, ideally including investments in Africa.
- ❖ Strong business development, including micro and macro sector analysis, client relationship skills; sound business judgment in screening and identifying PPP sector leads.
- ❖ Deep industry and market knowledge of Private and Public Partnership frameworks,
- ❖ Affordable housing experience is a plus, understanding of real estate and/or infrastructure challenges faced by regional Governments.
- ❖ Ability to interact directly and independently with the Senior Government Officials as well technical partners.
- ❖ Good Legal background in deal structuring.

##### 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](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 **15<sup>th</sup> February 2025**
- ❖ 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>
- ❖ Shelter Afrique is an Equal Opportunities Employer.