

JOB DESCRIPTION – BILINGUAL REGIONAL LIQUIDITY SUPPORT FACILITY (RLSF) COORDINATOR

Job location: Nairobi, Kenya

The Bilingual RLSF Coordinator will primarily oversee RLSF projects and processes running from identifying pipelines, managing projects implementation and reporting on the same. Under the Supervision of the Chief Underwriting Officer, the RLSF Coordinator's key duties and responsibilities will be as below:

1. Contribute to the improvement of policies and documents relating to the Regional Liquidity Support Facility (RLSF) such as legal documentation, RLSF agreements (MoUs etc.), brochures, policy documentation, investment policy, cash management policy, risk management policy, etc. if applicable;
2. Gather and analyze feedback from the Energy Sector and take this feedback into consideration in product development including products for the benefit of off-grid and C&I projects;
3. Identify effective RLSF marketing channels and promote RLSF among potential investors and lenders, through these channels (partner websites, brochures, conferences, etc.);
4. Contribute to define the strategy and conditions per country. Develop and maintain country cover notes;
5. Develop and regularly identify a pipeline of IPP projects for RLSF's initiative, including participating in marketing and events relevant to the implementation of RLSF;
6. Contribute to the definition and updating of RLSF's pricing strategy;
7. Coordinate with the Portfolio and Risk Teams on updates to the underwriting guidelines in the Operations Manual relevant to RLSF;
8. Upon request by ATIDI's Management, support with communication to potential future investors and stakeholders in respect of RLSF as well as provide support to ATIDI in responding to queries from donors or any other stakeholders;
9. Identify ATIDI's needs for further Technical Assistance, identification of potential donors, coordination of mobilization efforts and support Legal in documentation of Technical Assistance (TA) Agreements;
10. Coordinate the reporting requirements from all RLSF partners and compliance with the Framework Arrangement and Financing Agreement(s) entered into with various partners;
11. Manage the accounting of TA expenditure to relevant partners including the confirmation that services that are being invoiced by ATIDI were actually performed and documented, the payments have already been effected by ATIDI and all necessary documents have been presented and are in line with regulations/standards;
12. Support ATIDI in managing TA (including budgeting, recruitment of consultants, ATIDI's internal staff and implementation of any agreed tasks) within the agreed milestones;
13. Propose improvements to the Transparency Tool and follow up on adaptation of the Tool by stakeholders;

14. Support the incorporation of RLSF in the Underwriting System, including improvements to current initiatives in this regard. Support the development of specifications for the underwriting system for changes that are required by RLSF;
15. Improve the expertise and underwriting methodology of RLSF;
16. Coach, train and develop the underwriting competencies of the Underwriting Team on Energy projects. Identify training opportunities for the ATIDI team relevant to underwriting of RLSF transactions;
17. Review energy projects and propose the best underwriting structure. Support underwriters in the review of the transactions themselves (Non-Binding Indication (NBI) and Underwriting stages) if required;
18. Underwrite large/ complex deals;
19. Assist ATIDI in becoming a center of excellence in energy/ renewable energy;
20. Prepare timely reports to the RLSF Steering Committee;
21. Support the periodic audit of RLSF;
22. Manage RLSF including any reporting requirements to external partners;
23. Work with the Chief Underwriting Officer and the Chief Financial Officer in claims determination and payment as well as claims avoidance;
24. Perform other duties as may be assigned to you from time to time.

Role Specifications:

- A Master's degree in Business Administration (MBA), Finance, Economics, Banking or other financial service specialization;
- A Bachelor's degree in Finance, Economics, Banking or other financial service specialization;
- CII or CPA/ACCA (an added advantage);
- A minimum of eight (8) years relevant experience;
- Excellent Bi-lingual communication skills in both English and French;
- A proven track record of success structuring, financing, implementing or underwriting complex transactions. Energy Sector experience will be an added advantage;
- Technical understanding, expertise and experience in finance, investment or corporate banking, sovereign operations/financing, trade finance, insurance, guarantees or reinsurance;
- Key Stakeholders management skills;
- Demonstrate ability to initiate ideas for Product development;
- Team leadership skills;
- Demonstrate a clear understanding of policy wordings;
- Strong analytical skills with a high level of accuracy and attention to details;
- Excellent negotiation skills;
- Good judgement and decision-making skills.

