

## **JOB DESCRIPTION – Regional Liquidity Support Facility (RLSF) Underwriter**

Job location: Nairobi, Kenya

Under the supervision of, and reporting to the Chief Underwriting Officer, through the RLSF Coordinator, the RLSF Underwriter's key duties and responsibilities will be as below:

1. Undertake and generate business through the promotion and marketing of ATIDI products and services on an on-going basis. This includes, but is not restricted to, leading on the promotion and marketing of ATIDI products and services for the Energy Sector;
2. Contribute to the drafting of the underwriting guidelines of ATIDI for RLSF, subject to ATIDI's approval;
3. Assess countries Renewable Energy Sectors and contribute to defining the strategy and conditions per country;
4. Develop and maintain country cover notes;
5. Promote RLSF among potential investors and lenders, through different channels (partner websites, brochures, conferences etc.);
6. Develop commercial relationships, attract new clients and contribute to the commercial strategy;
7. Take Underwriting responsibility for specific countries/ regions/ sectors as and when required;
8. Advise clients on ATIDI's policies, processes, products and requirements;
9. Screen and assess proposed transactions against ATIDI's underwriting eligibility criteria;
10. Issue non-binding indications (NBIs) on eligible insurance applications;
11. Underwrite energy and renewable energy deals including RLSF. To identify and evaluate all relevant commercial and political risks relating to proposed transactions and make sound underwriting recommendations to the Chief Underwriting Officer;
12. Negotiate terms and pricing and to review Insurance Offer Letters for compliance with agreed terms;
13. Draft and negotiate proposed insurance policies for consideration and approval by ATIDI's Senior Management and support the Portfolio Services Team in administering and monitoring existing insurance policies;
14. Support the underwriting team in reviewing and underwriting large/ complex, structured or project finance-based deals (energy, renewable energy, infrastructure);
15. Where necessary, to seek and place re-insurance among ATIDI re-insurers and other insurance companies in the international market;
16. Develop effective client relationships, with a focus on ATIDI partners in the Energy Sector, including and not restricted to Donors, Development Financial Institutions, Developers, Brokers, Multilaterals, Utilities and Information Providers;
17. Support the RLSF Coordinator develop reports for external partners;
18. Work with the Chief Underwriting Officer and the Chief Financial Officer in claims determination and payment as well as claims avoidance;
19. Work with the Chief Underwriting Officer and RLSF Coordinator in developing and executing an annual business plan and budget;

20. Work with the RLSF Coordinator, and external consultants where possible, in developing suitable insurance or guarantee products for the benefit of distributed energy projects (e.g. off-grid, C&I, etc.);
21. 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 five (5) years relevant experience;
- 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;
- Ability to work under pressure and meet urgent deadlines;
- Excellent communication (oral, written, presentation) and interpersonal skills;
- Ability to work in a multi-cultural environment;
- Bi-lingual communication skills in both English and French will be an added advantage;
- Strong people management skills; and
- Demonstrate ATIDI's core values - unity of purpose, customer first approach, integrity, getting it first the right time and creativity.

