
Role Specification

Green Finance Specialist



Location

Nairobi, Kenya

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1. BACKGROUND

The Kenya Financial Sector Deepening (FSD) programme, FSD Kenya, was established in 2005 to support the development of inclusive financial markets in Kenya. FSD understands financial inclusion as being about harnessing the power of markets to improve people's lives. Exceptional gains have been made in expanding inclusive finance in Kenya. FSD's strategy for the next five years seeks to contribute to the development of a financial system that increasingly delivers value for a green and inclusive digital economy while improving financial health and capability for women and micro and small enterprises.

Drawing on a detailed understanding of market systems and a clear vision of the future, FSD looks to address identified systemic constraints and bring about large-scale and sustainable change. A broad range of partnerships are core to FSD's work, encompassing both the public and private sectors, the latter including commercial players and non-profits. The operational nature of these partnerships varies significantly and may involve FSD financing substantial programmes of activity, offering technical assistance, commissioning relevant research or FSD's technical team simply collaborating on issues of shared interest.

FSD is an independent Trust under the supervision of professional trustees, with policy guidance from a Programme Investment Committee (PIC). Finance is provided by development partners working with the Government of Kenya (GoK). Our current funders include the Bill & Melinda Gates Foundation, the United Kingdom's Foreign, Commonwealth and Development Office (FCDO), and the Swedish International Development Cooperation Agency (Sida). To learn more about our work, take a look at our [company website](#).

FSD Kenya's programme is delivered by a small, multi-disciplinary team. While each member of the team will have specific roles to play in the programme, the following key competencies underpin our ability to deliver. At a minimum, the role is expected to have competencies at the Leadership level:

- **Initiative and decisiveness:** Strong sense of engagement that leads to self-starting, taking initiative and acting decisively. Is engaged and self-starting.
- **Innovation & value addition:** Generates value-adding innovation through continuous improvement, idea generation and creativity. Adds value through improvements and good ideas.
- **Drive for results:** Strongly motivated to achieve goals and act with accountability to deliver quality results. Well organised, accountable and productive.
- **Thinking and problem analysis:** Thinks clearly and intentionally in order to understand issues, solve problems and make good choices. Thinks ahead before acting.
- **Learning and resourcefulness:** Possesses the personal resourcefulness to deal with difficult situations effectively and continually improve skills and knowledge. Is emotionally grounded and resourceful.

- **Relationship building:** Initiates and maintains positive relationships with others, discerning and appreciating the values, concerns and feelings of others. Understands and appreciates others, acting in a friendly, cooperative manner.
- **Communication and influencing:** Deliberately adjusts behaviour in order to address the feelings, needs and concerns of others; communicates clearly, confidently and appropriately to influence others. Is aware of personal impact on others and adjusts accordingly.

2. OBJECTIVE

The Green finance specialist is responsible for identifying and efficiently implementing interventions and providing technical input on climate and green finance across the programme.

3. ROLE

Design and planning:

- Support the lead in project design and development.
- Ensuring documentation of intervention design, approval, monitoring and review.
- With the Green Finance Lead, design and prepare projects with partners that will drive the creation of green financial solutions across stakeholders, including SMEs, CSOs, NGOs, and county governments.

Execution and delivery:

- Drive green finance activities projects and activities with a broad range of stakeholders, especially SMEs, CSOs, NGOs, and county governments, with a focus on creating relevant green finance solutions.
- With the lead, identify and mitigate potential project and programme risks.
- Manage and track budgets for effective use of funds in green finance.
- Meeting defined deliverables as outlined by the Project design document and interventions and tasks.
- Identifying and mitigating potential risks to the implementation of interventions/tasks.
- Guiding implementation of interventions and tasks where required.
- Identifying and mitigating potential risks to the implementation of interventions/tasks.
- Identifying project performance bottlenecks.
- Meeting defined deliverables as outlined by the Project.

Technical advice and inputs:

- Working with the lead, assist in identifying prospective opportunities for project interventions and tasks.
- Provide technical input on the approach and partnerships for green finance project, including SME business models, community engagement strategies, and county government bodies that can be brought into the green finance project workstream.
- Directly managing and leading select interventions/tasks as a member of the project team.
- Providing technical input to specific intervention/task teams.
- Providing technical inputs to other FSD teams and key partners in the area of specialisation.

Monitoring, measurement, and reporting:

- Populating project and intervention measurement trackers.
- Ensuring that project measurement and intervention outputs/milestones achievement trackers are updated quarterly.
- Monitoring intervention budgets and spending against activity progress monthly.
- Collecting quantitative and qualitative data from partners quarterly.
- Liaising with Results Lead to collate, analyse, and use quantitative and qualitative data.
- Coordinating evaluation, external project reviews, and research activities with relevant experts.
- Coordinating intervention teams to produce accountability reporting narratives quarterly, annually, and at project completion.
- Managing and updating project risk matrix.

Resource management:

- Coordinating the project team to ensure that the project objectives are met.
- Developing and maintaining project and intervention budgets.
- Identify relevant budget lines for procurement purposes.

Partnership management:

- Managing effective relationships with key FSD partners.
- Networking with and influencing key industry players.

4. CONDUCT OF WORK

The Green Finance Specialist will work as a full-time member of the FSD Kenya team, **reporting directly to the FSD Kenya Green Finance Lead**. Working closely with other members of the team, s/he will support the CEO and CPO in managing the Trust to achieve the programme objectives, model collaboration and cross-working across FSD's activities, ensure stewardship for the Trust's resources, and adhere to policies and procedures.

Working arrangements will be flexible with the approach taken, driven by the demands of the role. Communication and collaboration are of paramount importance to the FSD team's effectiveness. Guidelines on effective remote working and flexitime are set out in FSD's policies and procedures, which should be strictly adhered to. Use of timesheets is mandatory, and salaries will only be processed upon updated timesheets by the 20th of each month. Successful remote and flexible working requires liaison with members of the team and the full adoption of FSD's technology-based communication tools.

5. OUTCOMES AND DELIVERABLES

The Green Finance Specialist will be responsible for identifying, developing and managing activities in relation to green finance to drive economic inclusion in the real economy.

FSD is managed on a strongly results-based approach, and its team is expected to deliver against its defined business plan and the specific annual targets agreed with the CEO each year to support the strategy and business plan. The Climate Finance Specialist/Lead green finance project will be fully responsible for delivery on the FSD Kenya projects through contributing substantially where her/his expertise could add value. Formal internal project reporting requirements must be delivered on time and to the highest standards.

6. PERSON SPECIFICATIONS – ESSENTIAL AND DESIRABLE

Mandatory requirements

- Minimum Bachelor's degree (preferably Masters).
- At least 8 years' experience in the design and implementation of green finance projects.
- Command of written English (submission of original paper written in the last two years).
- Proven experience of working with highly technical and specialised organisations.

Desirable requirements

- Experience of working in a multi-cultural environment.
- Knowledge of donor policies and procedures.
- Understanding of key Kenyan regulation and policy related to green and climate finance, including carbon markets.
- Understanding on the intersection between gender/women's economic empowerment and climate change, with a focus on green and climate finance.

TIMETABLE

An initial 6-month probationary period is envisaged and subject to satisfactory performance appointment made for a period of 3 years in line with the employment terms of the FSD Trust. This includes 30 days annual leave, personal accident insurance, comprehensive medical cover, remote working as well as flexible working hours.

How to apply

FSD Kenya is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, tribe, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or national law. Hence, persons of all gender, race, sex, orientation, age, and identity are encouraged to apply.

Shortlist (www.shortlist.net) is our exclusive recruitment partner for this role. Applications will be considered on a rolling basis until the position is closed, though early applications are strongly encouraged. If you believe you meet the attributes and skills above, please apply on the following link: <https://www.shortlist.net/jobs/6932>. In case you have any questions, please forward them via email along with your updated resume to the following addresses:

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