



AA- FITCH RATING

A rating of confidence in our performance

The African Guarantee Fund has been assigned an Insurer Financial Strength (IFS) rating of "AA-" (Very Strong) by Fitch Ratings. This rating reflects AGF's financially sound fundamentals of strong owners, very strong capital position, proven business model as a provider of local currency guarantees for Small and Medium-Sized Enterprises in Africa, and low investment risk.



A GUARANTEE FOR AFRICAN GROWTH
www.africanguaranteefund.com

VACANCY ANNOUNCEMENT

Position title:	General Services Officer
Reporting:	Reports to the Chief Finance Officer
Position Location:	AGF offices in Nairobi, Kenya

The African Guarantee Fund (AGF)

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is incorporated and licensed in Mauritius as a limited liability company and has its office of operation in Nairobi, Kenya. Its products and services provide financial institutions with the means which they can leverage in bringing their African SME financing interventions to the required scale.

The AGF contributes to the promotion of economic development, vital for prosperity, stability and poverty reduction in Africa through two lines of activity:

- a) Provision of a mix of financial guarantees and other products which reduce the risks supported by the financial sector when lending to SMEs that have insufficient collateral. These guarantees contribute to reduce the inability of SMEs to provide acceptable guarantees to financial institutions. Loan Guarantee based on a hybrid approach, Bank's Fund Raising Guarantee and Equity Guarantees are offered.
- b) Support for capacity development of the client financial institutions.

The AGF operates according to market principles and is a commercially viable venture with operations in a number of countries in Africa and its gradually expanding to other countries to cover the whole of Africa. The African Development Bank ([AfDB](#)) together with the governments of Denmark (through [DANIDA](#)), Spain (through [AECID](#)), and France (through [AFD](#)) are the main [shareholders](#) of AGF.

AGF is rated with a stable credit rating of AA- by Fitch Rating International

Position Summary

Reporting to the Chief Finance Officer, the General Services Officer will be responsible for Procurement and ICT in the company. The ideal candidate should have excellent experience in procurement and information technology in a busy environment with vast technical and hands on experience to achieve set objectives.

Major Duties and Responsibilities

Under the guidance of the CFO:

Procurement

- Provide advice and guidance as procurement officer responsible for all aspects of procurement functions including providing procurement expert advice, advising management and clients on wide ranging and complex technical and other issues relating to institutional procurement.
- Develop, execute, and administer complex procurements for diverse works, goods and services.
- Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy.
- Work with colleagues to maximize use of resources and streamline efforts, taking into account aggregate forecast of client requirements, as well as procurement trends, to ensure efficient planning overall.
- Develop and monitor procurement activities, pre and post procurement, providing guidance and direction to support the implementation of works relative to procurement issues.
- Deliver on job training for user departments in procurement techniques, processes and systems.
- Prepare procurement solicitations in collaboration with the substantive sections and originate procurement documents, internal and external correspondence related to competitive and direct procurements.
- The Procurement Officer reviews the type of works, goods and services required and recommend appropriate procurement strategy and method and sources to be solicited.
- Provide advice and guidance to requisitioning departments concerning development of specifications for acquisition of goods or related services including preparation of price estimates on procurement requests for non-standard items;
- Advise vendors with regard to the technical requirements and procurement conditions and procedures and techniques of price/cost analysis on the various elements of procurement proposals.
- Responsible for providing monthly feedback to finance on status of capital projects and prepare special reports, statistics and forecasts and carry on other assignments as required by the supervisor and review progress reports, status reports, and timesheets as required.
- Prepare and present procurement cases to the Purchasing Committee for approvals.
- Monitoring expenditures, ensuring funding availability before executing a solicitation when procurement outcome contract extends over multiple years.
- Liaise with CFO to approve and decide on procurement cases within the thresholds that may be amended from time to time in conformity with the AGF policies and procedures.
- Coordinating timely procurement of goods and services in the right quantities and qualities and at competitive prices;
- Updating and keeping proper records on suppliers while monitoring their contracts and pre-qualification requirements; He/She is responsible for maintaining and reviewing all records of purchased goods, including their costs, deliveries and inventories.
- Responsible for generating monthly procurement reports, identify and investigate unusual items and report accordingly.
- Responsible for attending to queries from business units and vendors with reference to purchase orders and receipts of goods.
- The GSO supervises the GSA and ensures all activities in the procurement department run as scheduled.

ICT

- Providing technical leadership, foresight and senior level ICT advice and information to meet

needs and guide strategic and operational decision-making of Senior Management.

- Building on, implementing and communicating ICT strategy, operational plan, policies, procedures, systems and tools, ensuring these are tailored and adapted to suit the realities and needs across all levels of the organization.
- Providing training and support for sound ICT management at all levels of the organization.
- Working with relevant colleagues and heads of departments to monitor compliance with ICT policies and procedures across the organization and providing quality control in Kenya and overseas offices where technically possible.
- Providing a secure and efficient network infrastructure to support AGF's software and systems;
- Work with the CFO and appropriate staff on developing AGF's ICT strategy and annual operational plan, ensuring synergy with organizational strategy and direction. Lead on communicating and implementing both.
- Lead on developing, communicating and implementing organizational ICT policies and procedures in accordance with the ICT strategy, organizational direction, ICT legislation and best practice.
- Keep abreast of technology trends and discern which offer solid, appropriate, cost-effective ICT solutions to AGF Network Maintenance and Operation.
- Ensure the efficient, secure and effective operation and performance of AGF's network in the Nairobi office and overseas offices where technically possible.
- Ensure that an adequate plan for disaster recovery and carrying out back-ups of the organization's data is maintained and has been effectively implemented.
- Management and support of AGF's telephone and security access system.
- The GSO supervises the ICT officer and provides line management and supervision to ICT activities in the organization.

In addition to the above duties, the General Service Officer may be required to perform other related or unrelated duties based on the company's needs.

Desirable Qualifications, Knowledge, Skills and Experiences

- Master's Degree in Information Technology/Business Administration/Management/Public Procurement;
- At least 7 years relevant experience in Procurement and ICT in a busy environment;
- Familiarity with the international procurement rules and procedures and best procurement practices.
- Working knowledge of standard software applications; expertise in MS Excel and SAP Material Management (MM) module is required;
- Strong Analytical and Communication skills both written and oral;
- Ability to handle multiple assignments under pressure while meeting tight deadlines.
- **Bilingual (French and English) a MUST**

Additional eligibility critical competencies and desired characteristics

- Ability to communicate effectively, both orally and in writing. Ability to structure information priorities and deliver key messages.
- Demonstrate careful attention to detail or essential elements and accuracy of information before making a decision or delivering the information.
- Ability to work cooperatively and efficiently within a team towards corporate objectives; strong interpersonal relations.
- Ability to function effectively in a stressful working environment.

- Ability to conduct oneself in a professional and confidential manner; trust in one's professional expertise and competence.
- Ability to break down a complex situation, examine it from various angles and develop practical and realistic recommendations / solutions.
- Ability to earn the trust of others by respecting objectivity, honesty, independence, discretion, transparency and by behaving ethically or upholding moral principles.
- Ability to understand how clients perceive and assess quality of services provided and to answer internal or external clients' requests quickly.

Eligibility

The position is open to all African nationalities

Terms of Offer

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) Group is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package.

AGF prides itself on its collegial, supportive and gender sensitive working environment and believes that staff diversity promotes excellence.

Women candidates are strongly encouraged to apply.

Applications

Applicants should apply by email, sending one document including a cover letter summarizing their relevance to this position, a full C.V. names and contact information of three referees knowledgeable about the candidate's professional qualifications and work experience to:
recruitment@africanguaranteefund.com.

"Application for General Services Officer" should be clearly marked on the subject line of the email message.

Applications will be considered until 7th January 2018.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at:

www.africanguaranteefund.com