**JOB DESCRIPTION**

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| **Job Title:** | **Portfolio Manager: ENTERPRISE Zambia**  |
| **Organisation:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lusaka |
| **Reports to:** | Senior Portfolio Manager - ENTERPRISE Zambia |
| **Benefits:** | Competitive salary and medical cover, 24 days annual leave, Gratuity 25%, 5% Employer pension contribution |
| **Length of Contract:** | 2 years contract, renewable upon satisfactory performance |
| **Expected Travel:** | Extensive travel to rural areas of Zambia will be required |
| **Background:** | This is an exciting role focused on support agribusinesses that have a positive impact on the lives of small-scale farmers and their families in rural areas.ENTERPRISE Zambia is a challenge fund established to contribute to increased smallholder farmers opportunities in agriculture, including agroforestry and aquaculture value chains in Zambia.ENTERPRISE Zambia Challenge Fund supports the achievement of the EU’s Farm to Fork Strategy, one of the cornerstones of the European Green Deal, and the EU Biodiversity Strategy 2030 by funding business investments that improve the sustainability of agro-food systems.The Fund will support actions enabling SMEs and smallholders to transition to greener and more sustainable agri-food systems and tackle the challenges presented by Covid-19 as well as actions in support to gender and youth focused opportunities and to nutritionally sensitive (regional/national) value chains.Enterprise Zambia Challenge Fund is implemented by Self Help Africa with technical support from Imani Development Limited. |
| **Job Purpose:** | The Portfolio Manager will be responsible for the management of the agri-enterprise portfolio assigned to him/her under our European Union funded grant known as **ENTERPRISE Zambia – www.enterprisezambia.org.** This will include pipeline generation through networking, information sessions etc. The Portfolio Manager will also provide leadership in the project refinement for contracting for each company within his/her portfolio. She/He will monitor implementation progress, participate in M&E activities, conduct due diligence/capacity assessments, provide technical assistance and coaching to the portfolio of selected agri-businesses. The Portfolio Manager will be a member of a team of 5 PMs including the Senior Portfolio Manager. |
| **Key Responsibilities:** | **Application and selection processes*** Plan and deliver sensitisation and information sharing events for applicants
* Conduct due diligence and support assessment of project suitability for the fund for shortlisted applicants
* Review match funding plans for proposed projects
* Develop a results framework for the shortlisted applicants, in collaboration with the M&E officers
* Support shortlisted applicants to draw up loan applications to the European Investment Bank (EIB) partner banks, in collaboration with banks’ relationship managers

**Grantee management and support**Manage a portfolio of agri-enterprises to fulfil their contractual obligations and to deliver the stated results. Specific tasks include the following: * Act as the lead contact for an assigned number of agri-enterprises and maintain frequent and regular communication with them
* Facilitate technical assistance (training, coaching and mentoring) to the agri-enterprises after award to ensure increased value chain integration and sustainable and profitable operations
* Facilitate agri-enterprises in networking, business-to-business linkages and strengthening their supply chains
* Build relationships with EIB partner banks and disseminate information on available financial services
* Assess the agri-enterprises capacity needs and design and provide activities that build their capacity
* Monitor programme performance to enable early anticipation of necessary adjustments to plans and budgets
* Provide guidance in the preparation of quarterly milestone reporting

**Programme quality, monitoring and reporting**Work closely with the agri-enterprises and other stakeholders, including SHA programme staff, to coordinate coherent and consistent delivery of the programme objectives. Specific tasks include the following:* Support programme management on all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation.
* In coordination with the ENTERPRISE, Imani, SHA Zambia and HO Technical Advisors, ensure effective integration of core technical areas – Enterprise Development, Agriculture (incl. aquaculture), Natural Resource Management, Nutrition, Social Inclusion and Gender
* Provide technical input for the implementation of the programme including in the preparation of work plans, strategies, training materials, guides and manuals
* Facilitate effective communication between SHA and stakeholders for effective programme management
* In conjunction with the M&E Officers, conduct monitoring and evaluation of the selected agri-enterprises’ outputs and compile periodic programme reports as required by the donors and SHA
* Work with the Communications Officer to capture learning emerging from the programme
* Represent the ENTERPRISE project at government, donor, NGO and other relevant events in the field in close coordination with the Team Leader and the Country Management Team.

**Operations and compliance*** Ensure all documentation for each company is 100% complete and up-to-date on Salesforce – contracts and agreed amendments, financial and narrative reports, official communications, etc
* Support the Team Leader to ensure compliance by SHA and partners with contract requirements in planning, financial management, procurement, monitoring and reporting, and facilitate further training where necessary
* Identify, assess and report on risk elements within the projects and wider programme, including regular updates of the company performance tracker.
* Support the team in programme design and fundraising initiatives that contribute to the growth of the ENTERPRISE Zambia Challenge fund programme

Occasionally, other duties may be assigned by the line manager to ensure effective project delivery. |
| **Key Relationships:** | **Internal*** ENTERPRISE Team (Communications Officer, Accountant, M&E Officers, Other Portfolio Managers, Support functions)
* Country Director – Zambia
* M & E Programme Coordinator - Zambia
* Head of M&E, M&E Advisor and Evaluation Officer - HQ
* Programmes Director
* Chief Financial & Operations Officer
* Regional Enterprise Advisors
* SHA Desk Officer Zambia
* SHA Head of Africa Operations
* IMANI staff on the ENTERPRISE programme

**External*** Imani Team
* Agri-enterprises engaged by the programme including smallholder farmers
* Stakeholders including government, research institutions, financial institutions, external auditors, donors, and private companies.
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| **Knowledge and Experience:** | * At least five years’ experience in the implementation of agri-business/enterprise development projects with mentoring and business development support to agri-enterprises at a mid/senior level
* Strong project management skills with an in-depth understanding of business decision-making in competitive market environments; inclusive subsector development and value chain/Market Systems Development
* Strong analytical skills for appraising business case reports and audited financials with an understanding of performance contracting, follow-up, and execution
* Proven experience in investment and financial assets management as an analyst or assistant manager in a financial institution environment
* Excellent communication, interpersonal and team building skills
* Familiarity and experience with EU regulations preferred
* Excellent report writing skills and ability to present results succinctly and for a varied audience
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| **Qualifications/Other Requirements:** | * Minimum of Bachelor’s degree in business, finance, agri-business, or economics required
* Strong computer skills especially with MS Word and Excel and other related packages
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| **Role Competencies:** | * Business development and exceptional relationship management skills
* Good commercial acumen
* Tech savvy and can use emerging technology with ease
* Passionate about supporting agri-enterprises and their role in regional economies
* Ability to analyse and interpret financial and research information
* Strong problem-solving skills
* Strong interest in agriculture and the environment
* Ability to communicate technical information to non‐technical people
* Ability to work in a team
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*This Job Description only* *serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Self Help Africa is committed to equal employment opportunities**