



JOB DESCRIPTION

Job Title:	Portfolio Manager; KILIMO – Value Chains
Organisation:	Self Help Africa
Department:	Programmes
Location:	Nairobi
Reports to:	Programme Manager
Benefits:	21 days annual leave, Medical Insurance, 10% Employer pension contribution and 25% Leave allowance
Expected Travel:	Significant nationwide travel and some international travel required
Job Purpose:	The Portfolio Managers are responsible for providing technical assistance and coaching to a portfolio of selected applicants under the KILIMO-VC Programme. These value chain partnerships will cover a mix of Micro, Small and Medium Enterprises (MSME's) including cooperatives. The Portfolio Managers will provide technical assistance in the preparation of business plans, marketing and business development strategies and monitoring implementation.
Key Responsibilities:	<p>Application and selection processes Work with challenge fund applicants to ensure high quality applications are submitted. Specific tasks include:</p> <ul style="list-style-type: none"> • Participate in sensitization and information sharing events for applicants • Participate in conducting due diligence and prepare due diligence reports on shortlisted applicants for the Independent Investment Committee. • Support short-listed applicants in the Full Application stage of the proposal process including: <ul style="list-style-type: none"> ○ assessing and building the capacity of shortlisted applicants to develop and prepare their business plans ○ developing a results framework, in collaboration with the M&E officer ○ reviewing the match funding plan ○ drawing down additional technical assistance as required • Support shortlisted applicants to draw up loan applications to EIB partner banks, in collaboration with banks' relationship managers <p>Grantee management and support</p>

	<p>Manage a portfolio of Lead Firms and MSMEs to fulfil their contractual obligations and to deliver the stated results. Specific tasks include the following:</p> <ul style="list-style-type: none"> • Act as the lead contact for an assigned number of Lead Firms and maintain frequent and regular communication with them; • Facilitate technical assistance (training, coaching and mentoring) to the Lead Firms/MSMEs after the award to ensure increased value chain integration and sustainable and profitable operations. • Facilitate Lead Firms in networking, business-to-business linkages and strengthening their supply chain. • Build branch-level relationships with EIB partner banks and disseminate information on available financial services • Assess the Lead Firms' capacity building needs and design and lead activities that build capacity of MSMEs/Lead Firms to address relevant technical and management constraints • Monitor performance to enable early anticipation of necessary adjustments to plans and budgets • Provide guidance in the preparation of quarterly milestone reporting <p>Programme quality, monitoring and reporting Work in close liaison with the Lead Firms and other stakeholders including SHA programme staff to coordinate coherent and consistent delivery of the programme objectives. Specific tasks include the following:</p> <ul style="list-style-type: none"> • Support the management of all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation. • In liaison with the Country Team Technical Advisors ensure effective integration of core technical areas – Nutrition, Social Inclusion, Enterprise Development, Agriculture and Natural Resource Management. • 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 Coordinator, conduct monitoring and evaluation of the selected MSMEs and Lead firms' activities and compile periodic programme reports as required by the donor and SHA; • Work with the Communications Officer to capture learning emerging from the programme • Represent SHA at government, donor, NGO and other relevant events in the field in close coordination with the <p>Operations and compliance</p> <ul style="list-style-type: none"> • Support the Programme Manager to ensure compliance by SHA
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	<p>and partners with contract requirements in planning, financial management, procurement, monitoring and reporting, and facilitate further training where necessary.</p> <p>Any other duty assigned on occasion by the line manager</p>
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Head of Programmes • Programme Coordinators • Head of Finance and Administration • Finance and Administration Team • Country Director • Regional Enterprise Advisor <p>External</p> <ul style="list-style-type: none"> • Project implementation partners • Stakeholders including government, research institutions, financial institutions, external auditors, donors, and private companies
Knowledge and Experience:	<ul style="list-style-type: none"> • At least five years' experience in the implementation of agri-business/enterprise development projects with mentoring and support of Lead Firms/MSMEs within value chains or related projects, 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 • Excellent communication, interpersonal and team building skills • Familiarity and experience with EU regulations preferred
Qualifications/Other Requirements:	<ul style="list-style-type: none"> • Minimum of Bachelor's degree in Agri-business, Finance Management, or Economics required; • Strong computer skills especially with MS Word and Excel and other related packages
Role Competencies:	<ul style="list-style-type: none"> • Have a consistent record in business development and exceptional Relationship Management skills • Have extraordinary commercial acumen and credit understanding • Are tech savvy and can use emerging technology with ease • Passionate about supporting agribusiness and its role in regional

	<p>economies</p> <ul style="list-style-type: none"> • Ability to analyse and interpret research information • Strong problem-solving skills • Strong interest in agriculture and the environment • Ability to communicate technical information to non-technical people
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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: _____

Name and Date: _____

Self Help Africa is committed to equal employment opportunities