



BUILDING FLOURISHING COMMUNITIES

Cordaid Job Description

Job Title	Senior Access to Finance Expert
Organisational Unit	Cordaid Rwanda
Job's Aim	Is responsible for implementation of access to finance projects, acquisition and business development
Job Specification	Spends 100% of time on the implementation and management of access to finance interventions, specifically the Partnership for Resilience and Inclusive Small stock Market (PRISM) project or the Transforming Province through Adaptation Project (TREPA). For the TREPA project the expert will be working a lot from Eastern Province (spend an average of 60% of time in the field).
Aim of the Organizational Unit	Is responsible for project implementation in Country Office
Supervisor	Rwanda Country Manager
Job Category/Grade	Grade 8
Supervisor	Rwanda Country Manager
Supervises	Staff in the country: Junior Program Officers, Project Support Staff

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Result Areas/Expertise

Project Plan	Translates the Cordaid project results into specific results in designated project areas and formulates an operational project plan within a country/region. Remains within budget propositions and infrastructural possibilities.
Project Management	Manages the project with respect to risks, stakeholders' issues and the project team. Agrees with all contributors to project success deliverables, with a large amount of intercultural sensitivity. Understands partners and matches desired results and contextual factors. Stimulates progress and makes necessary adjustments to realize the project within given boundary conditions, scope, time, budget and quality.

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Date	Date	
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Financial Management	Manages the project budget ensuring expenditures are in line with what has been planned for. Reports regularly on budget realization and acts proactively to comply with the budget.
Field & Partner Visits	Monitors projects achievements, conducts field visits with partners, reviews field reports, analyzes field data and formulates conclusions, discussion points and recommendations for all stakeholders.
Supported Partners	Identifies the need for support with partner organizations and translates this into (customized) forms of support, taking into account (large differences in) the background and circumstances of (individuals in) partner organizations.
Network Representation	Identifies and establishes contacts with organizations and explores representation for potential areas for collaboration, taking into account the mission statement of Cordaid and the possibilities within existing projects.
Project Reports	Collects information within the project and reports about the results, specifics, budget and expenditures and possible deviations following required reporting standards, providing solutions to minimize impact of deviations.
Monitoring, Evaluation Research and Learning	Work closely with monitoring evaluation team to identify project learning opportunities research and publications and implementation of MEL policy. Facilitates the dissemination of promising practices and lessons learned. In collaboration with the MERL team, Ensure integration of innovations and best practices.
Stakeholder/Partner Management	Develops and maintains relationships with a variety of local and international partners and stakeholders related to the project implementation and development of new interventions. Is able to successfully build partnerships and influence stakeholders and partners to engage and/or support. This can range from donors to consortium partners, as well as beneficiary partners (especially financial institutions).
Fund Mobilization/Business Development	Contribute and support on the development and writing of successful funding proposals budget. Interacts with (potential) local/institutional donors, convincingly augmenting the added value of Cordaid as to acquire funds and ensure the future funding for the programme(s) in Rwanda.

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This includes increasing revenues, growth in terms of business expansion, increasing profitability by building strategic partnerships and making strategic business decisions.

Bid Management

Support bid manager on calls for proposals and tenders related to the assigned specific donor portfolio. Support negotiations for specific assigned bids, especially access to finance. The bid team provides donor specific advice on rules, regulations and policy. Uses donor contacts to ensure the winning outcome of calls and proposals. Oversees (parts of) the role division, planning and communication with donors and a consortium in order to achieve a positive outcome for Cordaid.

Integrity

Showcases integrity standards as outlined in Cordaid’s integrity policies. Fulfills integrity responsibilities as outlined in Cordaid’s Integrity Framework and Standard Operating Procedures. Actively contributes to a safe environment within their scope of influence by encouraging dialogue, trust, as well as understanding and adherence to Cordaid’s integrity standards and procedures. This is a medium-risk position, with direct contact with vulnerable communities and regular travels.

Other

Any other duties assigned by the manager.

Knowledge, Skills, and Experience

- Master’s degree in economics, finance, business administration or any other relevant subject
- At least 7 years of experience in agricultural finance in Rwanda (working with/for financial institutions facilitating access to finance for smallholders and Agri-SMEs, providing technical guidance/advisory on Agri-finance). Experience on green/climate resilient finance or relevant value chains is a plus
- Broad understanding of different agricultural financial interventions (product development, fund mobilizations, capacity building for financial institutions, market / needs assessment, etc.)
- Broad understanding and knowledge of agriculture financing trends and challenges in Rwanda and in the region
- Basic level of knowledge on the topic of climate change, climate resilience and climate adaptation in agriculture. Expertise on green finance is a plus
- At least 4 years of experience working in complex international cooperation projects
- Extensive experience working with high level international and national partners including consultants, stakeholders and government institutions and officials
- Experience in organizing, facilitating workshops and events with high level audience
- Experience in partner identification, developing and managing relationships with partners
- Fluent in Kinyarwanda and English and working proficiency in French

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- Good communication skills, both orally (presentation skills, networking, facilitation meetings, etc.) and written (clearly formulating project reports, proposals, and plans)
- Social skills to agree on deliverables, ensure progress with staff and to support partners
- Behavioral values and skills: trust, accountability, problem solving, cooperation, teambuilding, negotiation, conflict management, collaboration, flexibility, creativity

Core Competencies

- Quality orientation
- Organisational awareness including planning
- Negotiation skills
- Dealing with details
- Problem analysis
- Conceptual thinking
- Social awareness
- Intercultural orientation
- Managing conflict
- Coaching

By signing this job description, the post holder agrees to have understood the terms and conditions spelled out in the job description and thereby commit him/herself to the above responsibilities spelled out above as an integral part of the contract.

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