



Terms of Reference

African Stakeholders Relationship Officer English Speaking Countries

Background: Objectives of the Partnership

The Partnership for Making Finance Work for Africa (MFW4A), supported by the African Development Bank, the Agence Française de Développement, the German Federal Ministry of Economic Cooperation and Development, the Consultative Group to Assist the Poor, the Danish International Development Agency, the UK Department for International Development, the European Investment Bank, the FIRST Initiative, the International Monetary Fund, the Dutch Ministry of Foreign Affairs, the Swedish Agency for International Development, the US Agency for International Development, and the World Bank Group, is an initiative to support the efforts of African countries to accelerate economic growth and reduce poverty by promoting financial sector development. The Partnership is based on the recognition that the financial sector is a key driver of private investment, employment generation and economic growth.

The main objective of the MFW4A initiative is to build a strategic partnership for financial sector development in Africa, enhancing its contribution to economic growth and poverty reduction in Africa. The Partnership aims at overcoming fragmentation, increasing aid efficiency, and addressing key constraints to efficient partner support within country-owned development strategies. The Partnership's activities include coordination, advocacy, facilitation of cooperation among all stakeholders (including country authorities, private sector and donors), knowledge generation and dissemination, networking and monitoring of financial sector performance.

To support the activities of the Partnership, a Secretariat, hosted by the African Development Bank, has been established. The main role of the Secretariat is to coordinate and facilitate the activities of the Partnership, promote closer cooperation among development partners and foster exchanges among stakeholders. An Executive Committee (ExCom) oversees its activities.

The Secretariat is headed by a Coordinator, assisted by a small team of support and professional staff.

The following are the proposed Terms of Reference for the African Stakeholders Relationship Officer.

Scope of work and responsibilities

The African Stakeholders Relationship Officer is responsible for establishing and maintaining a network of African stakeholders and regularly feeding information on their needs and priorities back to the development partner community and to the wider MFW4A network. Under the supervision of the Coordinator for MFW4A, her/his functions and responsibilities will be the following:

- Build and maintain regular contacts with a network of African financial sector stakeholders, including but not limited to: ministries of finance, central banks, regional bodies, private sector institutions and associations.

- Based on regular and frequent contacts – in the form of phone calls, emails, or in-person meetings – with African financial sector stakeholders, gather information on needs, concerns, priorities, and events, to be fed back to the development partners and the wider MFW4A network.
- Provide the Donor Relationship Officer and the Financial Sector Knowledge and Research Manager with the information collected for dissemination to the development partner community and the wider MFW4A network through the website and the use of selected mailing lists.
- Assist in the dissemination of requests for technical assistance and funding of projects to the development partner community, providing contact information for the requesters, and keeping a record of consequent actions, parties involved, and outcomes.
- Establish thematic stakeholders’ networks / working groups to promote the exchange of information and peer-learning, foster collective / common views and approaches to financial sector issues, facilitate the dialogue with development partners and catalyze their support.
- Convene stakeholder workshops to discuss topical financial sector issues and to follow up on development partner interventions.
- Assist in the coordination of the Partnership’s Advisory Council’s activities.

Selection Criteria

The candidate should have at least a Master Degree in Economics, Finance, Business Administration or related fields with a minimum of 5 years of relevant experience, a strong emphasis on financial sector development issues and a strong regional focus on Africa.

- S/he should have good analytical skills and technical competence in the area of Partnership’s objectives.
- S/he should have the ability to create and maintain good working relationships with financial sector authorities, the private sector and other stakeholders; and facilitate contacts and meetings with development partners.
- S/he should have demonstrated ability in creating and maintaining financial sector stakeholders’ networks of relevance to the Secretariat’s activities.
- S/he should have proven capacity to gather, collate, analyze and synthesize information and data from a wide variety of sources and make this available in an abbreviated form, as well as the ability to communicate with fellow professionals in a lucid and convincing manner.
- S/he should have excellent communication and writing skills, including the ability to prepare reports and analysis, and make presentations.
- S/he should be familiar with standard software applications and be able to communicate and write effectively in English, with a good working knowledge of French.