



## VACANCY ANNOUNCEMENT

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Mercy Corps began working in Kenya in 2008 to address the societal wounds following the 2007 post-election violence. Since that time, Mercy Corps has built a robust and diverse portfolio in Kenya that is working to address structural causes of poverty and injustice and to strengthen systems that enable men, women and children to access opportunities, participate in and contribute to peaceful democratic processes, and thrive in the face of ecological and social change. To do this, we deliver integrated programming to strengthen market and governance systems, address the root causes of conflict, and equip vulnerable populations- in particular youth, women, adolescents and marginalized communities- with the skills, opportunities and resources they need to be healthy, productive and to drive the development of their communities. We work closely with the private sector, civil society and governance structures at local and national levels to facilitate change and ensure that opportunities are inclusive of all Kenyans.

**POSITION:** POST INVESTMENT MANAGER

**LOCATION:** NAIROBI

### **PROGRAM/DEPARTMENT SUMMARY:**

Youth Impact Labs is a partnership between Mercy Corps and Google.org launched in 2017 to catalyze the creation of new work opportunities for young people by leveraging technology. Impact Labs operates from Amman and Nairobi as strategic regional hubs for the Middle East and East Africa. Impact Labs aims to think big, take risks, and test bold solutions by approaching underemployment and unemployment through a business-oriented innovation lens. We seek to build a strong regional pipeline of innovators ready to create high- impact, scalable employment opportunities across various markets - for today's youth and generations to come. We are focusing on digital marketplaces and platforms that offer services to micro and small businesses; agricultural supply chain management; and digital work.

### **GENERAL POSITION SUMMARY:**

The Post Investment Manager will be responsible for providing comprehensive post investment support to the impact labs portfolio of companies. This will include working with partners to provide robust growth models, job creation strategies and investment strategies to support business growth. S/he will link partner companies to tailored technical assistance including technology business support. In addition, s/he will also have a key role of tracking progress of companies against milestones developed during the contracting process.

### **ESSENTIAL JOB FUNCTIONS:**

#### **PARTNERSHIP ENGAGEMENT SUPPORT**

- Work closely with the investment analyst to evaluate partnership milestones and budget as part of the contracting process



- Work creatively with target partners to design job creation strategies that are in line with the partners' business models

#### POST INVESTMENT SUPPORT

- Support investees in developing a robust job creation roadmap
- Provide innovators with ongoing business support through some of the following activities; market analysis, product innovation and business modelling support
- Support partners to build strategies and models for job creation
- Facilitate linkage to technical assistance providers as needed
- Design and share business support tools with partners
- Take an adaptive management approach to develop and innovate new processes, activities or services to business support efforts

#### RESULTS MANAGEMENT

- Design systems/dashboards to track portfolio and innovator progress toward partnership milestones and prepare monthly progress reports
- Work closely with the Monitoring Evaluation and Learning team to ensure that impact data is captured
- Participate in, and generate insights, for thought leadership events on innovation and business solutions to youth employment
- Ensure that post investment support is delivered on time, on scope and on budget
- Identify key learnings and potential risks/gaps for corrective action to improve the investment and job creation processes

#### OTHER

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission
- Other duties as assigned.

#### ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

#### ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

#### **Supervisory Responsibility**

None

#### **Accountability**

**Reports Directly To:** Partnerships Manager



**Works Directly With:** Partnerships Manager, Investment Analyst, Monitoring Evaluation and Learning team, Innovation partners and technical assistance providers

**Knowledge and Experience**

- Minimum of 5 years experience working for management /development consulting firms or business incubators/accelerators
- Strong business modelling and strategy development skills
- Previous experience providing post investment support to early – growth stage businesses
- Strong hands on management skills including with tracking progress and providing feedback to clients
- Previous entrepreneurial experience is an added advantage;
- Prior exposure working on a youth employment program or designing job creation roadmaps

**Success Factors**

The successful candidate should be willing to innovate and improve processes. S/he should possess the ability work and engage with a diverse teams and stakeholders. Ability to thrive and adapt quickly to change is crucial for the position.

**Interested candidates who meet the above required qualifications and experience should submit a Cover Letter and detailed Curriculum Vitae (CV) listing three professional references (including a recent supervisor) to [ke-hrkenya@mercy Corps.org](mailto:ke-hrkenya@mercy Corps.org) on or before 17<sup>th</sup> August, 2018.**

**The email subject line must clearly show the job title.**

**Applications without an appropriate subject heading will be automatically disqualified. Please do not attach any certificates.**

**Only shortlisted candidates will be contacted.**

**NB: We do not charge any fees at any stage of the recruitment process**



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**POSITION:** PARTNER EVALUATION ASSISTANT

**LOCATION:** NAIROBI

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### **GENERAL POSITION SUMMARY:**

This is a short term position for a duration of 3 months. The Partner Evaluation Assistant will be responsible for conducting initial market landscape assessments and conducting initial partner reviews in order to support the development of a partner investment pipeline. S/he will initiate company and market assessments, generate market sector briefs and prepare internal memos to support the partner selection process.

### **ESSENTIAL JOB FUNCTIONS:**

#### **MARKET RESEARCH**

- Conduct market research, analyze market trends on youth employment and technology;
- Conduct desk research to map out early stage tech enhanced businesses that are creating new employment opportunities



- Prepare market briefs of priority sectors based on market research conducted

#### DUE DILIGENCE

- Conduct initial assessment of pitch decks and company financial statements
- Conduct initial assessment of job creation potential
- Prepare an investment memo of companies reviewed for internal purposes

#### ENGAGEMENT EXECUTION SUPPORT

- Conduct initial review of the due diligence information gathered to determine accuracy and authenticity
- Consolidate and organize due diligence documents

#### OTHER

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission;
- Other duties as assigned.

#### ORGANIZATIONAL LEARNING

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#### ACCOUNTABILITY TO BENEFICIARIES

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#### **Supervisory Responsibility**

None

#### **Accountability**

**Reports Directly To:** Partnerships Manager

**Works Directly With:** Partnerships Manager, Investment Analyst

#### **Knowledge and Experience**

- This is an entry level position but 1- 2 years' experience working in business, financial and/or technology analysis in the banking, technology, business support or NGO sectors is preferred
- Prior exposure to grant application assessment exercises
- Demonstrated aptitude for analytics and quantitative problem-solving
- Advanced skills in MS Excel, PowerPoint and Word
- Good writing and presentation skills
- Passion for youth employment programming and financial analysis

#### **Success Factors**



The ideal candidate should have the willingness to learn, improve and take feedback positively. S/he should be organized and possess good judgement. The ability to work effectively with people at all levels in the project is crucial.

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**POSITION:** INVESTMENT ANALYST

**LOCATION:** NAIROBI

### **PROGRAM/DEPARTMENT SUMMARY:**

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### **GENERAL POSITION SUMMARY:**

The Investment Analyst is responsible for identifying and developing a pipeline of dynamic tech companies with robust job creation potential. The individual will engage with tech startups and the broader tech ecosystem to support market assessments, identify promising investees, conduct due diligence and identify investment strategies to maximize growth and job creation potential. S/he will also offer support to the partner contracting process. The analyst will work closely with a team of business support provides to provide continuous pre and post investment support as well as promote research and learning around potential technology support to job creation.



## **ESSENTIAL JOB FUNCTIONS:**

### **PIPELINE DEVELOPMENT**

- Identify, develop and maintain pipeline referral networks including connecting with the local technology ecosystem to draw out new partnership opportunities
- Conduct market research, analyze market trends and contribute to knowledge management efforts on youth employment and technology
- Build investment pipeline by identifying suitable businesses that are leveraging technology to create new employment opportunities
- Maintain close relationships with potential partners

### **DUE DILIGENCE**

- Conduct company specific market research including analysis of historical and projected financial statements research, review to validate business model and impact potential

### **ENGAGEMENT EXECUTION**

- Support review and analysis of investment proposals, engagement plans and budget
- Work closely with Impact Labs Partnerships Manager to structure a viable engagement in line with Impact Labs' criteria
- Prepare investment concept note and technical review memo
- As part of the contracting process, liaise with the potential partner and internal departments during the contracting process

### **OTHER**

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### **Supervisory Responsibility**

None

### **Accountability**

**Reports Directly To:** Partnerships Manager

**Works Directly With:** Impact Labs Project team, Finance department, Tech hubs, accelerators, incubators and social enterprises

**Knowledge and Experience**

- 3- 5 years experience working in impact investing landscapes including social venture funds, or NGO projects providing financial and technical assistance to social enterprises;
- Experience working with social enterprises with a track record in due diligence, and investment analysis is desired;
- Excellent pipeline development skills and well developed networks in the tech and social enterprise landscape
- Excellent analytical, financial modelling and research skills
- Passion working on youth employment projects

**Success Factors**

The Impact Analyst should have the ability to combine high-quality quantitative and qualitative analysis in order to make sound judgement on partnerships. S/he should demonstrate flexibility and willingness to test, adapt, learn and improve.

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