

Job Description - Impact ESG Officer

Job Title:	Impact and ESG Officer
Location:	Cape Town, South Africa
Term of Contract:	Full time, Permanent
Salary:	Commensurate to Experience

Introduction

An exciting opportunity has come up for an Impact and ESG Officer to join AgDevCo's Impact & ESG team.

Established in 2009, AgDevCo is a social impact investor that invests in agribusinesses in Sub-Saharan Africa. It is a permanent capital vehicle with assets under management of USD250 million and growing. AgDevCo's aim is to promote sustainable and commercially viable agribusinesses and to achieve high development impact by reducing poverty, contributing to wider economic growth and development. AgDevCo provides patient capital, in the form of debt and/or equity, and specialist advice to support a portfolio of high-potential investees. The company works closely with its investees as collaborative, yet challenging, partners. AgDevCo's approach allows for a better mutual understanding of each investment's opportunities and risks, which facilitates and accelerates business improvements.

AgDevCo has regional offices and country presence in West, East and Southern Africa (with its South African base in Cape Town) – and investments in 10 countries in sub-Saharan Africa. More details can be found here: www.agdevco.com

The Role and Responsibilities

The role involves working across Impact and ESG teams. Specifically, the role will be responsible for coordinating and inputting into data collection, analysis and reporting across development impact, climate, ESG, DE&I and supporting wider AgDevCo workstreams, such as ESG management, as required. In addition, the role will support due diligence and the development of our impact projections for new investments. Working closely with colleagues in the Impact, ESG and Climate teams this role will play a key part in enabling AgDevCo to understand, articulate the impact, and to some extent understand and manage ESG risks and opportunities, of our investment work. The candidate needs to be confident in data management and QA/QC, and be able to confidently interpret basic data analysis concepts and stats.

The individual will work closely with the existing Impact, ESG and climate team, and reports to our ESG and Integrated Reporting Manager and ultimately to the Director of Impact and ESG.

1.1 Monitoring and Reporting

- ▶ To support the submission of monthly information on the commitment impact, DE&I and other KPI scores and criteria eligibility to the executive team.
- ▶ To coordinate and inputting into the annual integrated data collection (ESG, climate, business integrity, development impact, DE&I), analysis and reporting to the satisfaction of the AgDevCo Board and its investors.

- ▶ To support the impact reporting to the Technical Assistance Facility Committee (TAC).
- ▶ To ensure synergies and consistency across data collection and reporting and specialist areas, for example ESG.
- ▶ To support production of annual and other reports on our monitoring and analysis.
- ▶ To support investees in their data management and understanding of our reporting needs to assist in integrating the process better into their existing systems.
- ▶ To support the ESG and Integrated Reporting Manager in some aspects of day-to-day ESG management, including investee engagement and implementation of AgDevCo Responsible Business Principles.

1.2 Impact Management Framework

- ▶ To support in ensuring that all impact work, processes and methods are of a high standard and that AgDevCo is acknowledged as a leader in the agricultural impact field.
- ▶ To ensure implementation of the impact management system (both investment and TA); the theory of change, the measurement plan, and the relevant policies and processes.
- ▶ To ensure that AgDevCo tools, templates and guidance are appropriate, up to date, and implemented across the organisation.
- ▶ To support in ensuring the impact management system stays in line with industry standards and expectations.

1.3 Impact Studies

- ▶ Our studies programme enables us to do deep dives into the impact specific sponsors are making.
- ▶ To support in the development of a research plan of studies that AgDevCo will commission that satisfies all stakeholder expectations and meets the research needs outlined in the measurement plan (TA and investment).
- ▶ To lead in the design of impact studies from a technical M&E perspective with support from specialists / deal team.
- ▶ To ensure the appropriate level of rigour is met for all impact studies.
- ▶ To support in the management of procurement and delivery of all impact studies.

1.4 Due Diligence/Project Design

- ▶ To support in the review screening notes for impact risks and impact theses.
- ▶ To support in ensuring investment teams/TA teams have adequate plans for pre and post-CIP impact due diligence, including gender and diversity.
- ▶ To support in reviewing and provide suggestions for the impact and gender-equality sections of CIP, TA concept notes, and IA papers.

- ▶ Working with the ESG and Integrated Reporting manager, to ensure the Impact and ESG Director is supported to provide IC and Board with any necessary information they need on impact and gender equality, at a minimum, during investment decision making.
- ▶ To support in ensuring the TAF Director is supported to provide the Technical Assistance Committee (TAC) with any necessary information they need on impact and gender equality during decision making.

1.5 Impact Communications

- ▶ To support in the communication of our investment and TA impact to a wide range of stakeholders through a variety of means, including social media content, research reports, case studies, conference presentations and workshops.
- ▶ To support in AgDevCo's communication work, ensuring that ensure impact messaging is clear and consistent across website and any internal and external communication.

1.6 Capacity Building

- ▶ To support in provide ongoing support to AgDevCo staff to develop their capacity in impact and gender-equality work.
- ▶ To support in facilitating necessary external capacity building initiatives.

1.7 Project Management

- ▶ To support in ensuring the impact plans are delivered on time and within budget each year.
- ▶ To support in managing the contracts of any consultants or contracted parties.
- ▶ To report to the ESG and Integrated Reporting Manager and or Impact and ESG Director on progress against budgets and workplans.

Person specification

- ▶ 4-6 years' experience in monitoring and evaluation / impact management.
- ▶ Aptitude and willingness to learn aspects of ESG and climate.
- ▶ Excellent knowledge and use of statistical analysis, Microsoft Excel, etc.
- ▶ Strong team player with excellent communication skills and an ability to interpret and explain data
- ▶ Ability to work remotely and in person with culturally diverse teams.
- ▶ Ability and willingness to travel to remote areas across Sub-Saharan Africa.
- ▶ Willingness to collaborate and support on a variety of different initiatives and tasks
- ▶ Ability to work independently and pragmatically and to manage priorities and work to challenging deadlines
- ▶ Flexible and eager to work in a fast-paced environment

Why should you join us?

In addition to joining a friendly, collaborative team, we will offer the following:

- ▶ Competitive Salary and Benefits Package
- ▶ Discretionary Performance Bonus
- ▶ Private Medical Insurance
- ▶ Opportunity to gain International experience and be part of a diverse team
- ▶ The opportunity to contribute to Africa's Economic Development
- ▶ Opportunity to travel internationally

How to apply

Please send your CV and a cover letter, explaining why you would be suitable for the role, to careers@agdevco.com with subject **"Impact and ESG Officer – South Africa"**.

Due to the high volume of applications we receive, we are unfortunately unable to respond to applications individually. If you do not hear from us within 10 working days your application has been unsuccessful. All applicants should have either South African citizenship or be otherwise eligible to live and work in South Africa.

Diversity

AgDevCo is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.