
Vacancy Application

Job title	Technical Assistance Portfolio Manager
Location	6 Bevis Marks, London EC3A 7BA
Travel required	Yes – limited travel is a requirement
Reporting to	Snr Grants and Project Manager
Position type	Full time
Launch date	25 th February 2021
Closing date	10 th March 2021

About the role

The Private Infrastructure Development Group (PIDG) is an innovative infrastructure development and finance organisation delivering pioneering infrastructure in the poorest and most fragile countries in Africa and South East Asia. Our purpose is to combat poverty through promoting the construction of private infrastructure projects, helping economies grow and changing people's lives. We provide leadership, development capability, funding, and finance solutions across the project cycle to support viable and resilient infrastructure provision, with high development impact and which develops local capacity and capability.

Our vision is the enhanced provision of affordable and sustainable infrastructure services in low-income countries and fragile states across a number of key sectors, including power, transportation, water, telecoms, affordable housing, and agri-infrastructure, leading to greater inclusion and poverty reduction. Financing for these projects should be increasingly sourced through local capital and credit markets, building capacity, expertise, and resilience in frontier markets.

PIDG Technical Assistance (PIDG TA) provides technical assistance grants and viability gap funding to PIDG Companies where needed to support and enable projects that they develop and finance. This funding may be utilised to meet a range of needs associated with the infrastructure project development cycle including the assessment and feasibility of potential investment opportunities and building capacity of host country partners and local investors. In addition, PIDG TA also may, on a selective basis, provide funding to external entities.

The postholder will play a key role in supporting the delivery of technical assistance throughout PIDG's operations. The Manager will ensure that appropriate grant management and operational processes are in place to manage PIDG TA's growing portfolio of grants. They are expected to provide appropriate support to deliver on PIDG TA's strategy and contribute to the strengthening of PIDG TA's knowledge management.

The PIDG TA team is currently composed of five professionals based in London, Nairobi, and Singapore.

General Responsibilities

- Ensure a consistent and effective approach to the PIDG TA grant management process, including coordinating grant operations with the Regional TA Managers and other teams across PIDG.
- Monitor and provide updates to the Head of TA and the Senior Grants and Programme Manager on funding aspects of the PIDG TA portfolio, cashflows and forecasts ensuring commitments and pipelines are matched with availability of funds.
- Coordinate and deliver on PIDG TA's reporting requirements to the PIDG Ltd. Finance, Risk, Compliance and Development Impact teams and all other reporting requirements.
- In collaboration with the Regional TA Managers, lead on the compilation of the financial and performance reporting on all PIDG TA projects.
- Coordinate the execution of legal agreements between the PIDG Trust, PIDG Ltd, PIDG Companies and/or external parties, ensuring appropriate sign-off and management of PIDG TA contracting database.
- Coordinate the timely disbursement for all PIDG TA Grants, in line with contractual agreement and PIDG TA operating policies.
- Contribute to the ongoing improvement of PIDG TA portfolio management processes, tools and systems.
- Support the PIDG TA team in drafting requests for proposals and reviewing outputs.
- Provide the Head of TA and the Senior Grants and Programme Manager with support in preparing documentation for the Technical Assistance Committee, attend Committee meetings and ensure relevant actions from those meetings are documented and monitored for progress.
- In collaboration with the Regional TA Managers, lead on the coordination of the request for proposal process, including ensuring RFPs are developed in line with procurement policies, approved for advertisement and consultant queries are addressed in a timely manner.
- Provide inputs in the review process of grant funding proposals from PIDG companies.

Relation with PIDG Companies

- Assist the PIDG TA team in liaising with the management and staff of other PIDG companies.
- Proactively assist managers and staff of other PIDG companies with their need for grant funding in support of projects.
- Support the Regional TA Managers in the communication with PIDG companies regarding delayed or non-performing activities, activity extensions, etc.

Risk Management

- Work with the Risk, Compliance and Health, Safety, Environment and Social (HSES) teams to ensure that PIDG TA abides by the PIDG risk management and HSES policies and procedures.
- Ensure compliance by PIDG TA with the PIDG OPPS and PIDG Code of Conduct.
- Ensure any risks identified relating to PIDG TA grants and grant management are appropriately addressed or escalated to the Head of TA and the Senior Grants and Programme Manager.

Team Development and Management

- Work to ensure PIDG TA remains an effective part of the PIDG group and to build the business and create value for PIDG TA within the PIDG group and externally.

Other Activities

- Support in implementing the PIDG TA business plan and strategy.
- Ensure that the documentation provided to PIDG Ltd and its committees and the Board is of a high standard that enables PIDG Ltd (and the Board) to make informed decisions in PIDG TA's interests.
- Ensure the integrity of all public disclosures by PIDG TA in accordance with PIDG policies and procedures.

We are looking for someone who has

- Over 5 years' experience within the finance and the development sectors; preferably with exposure to technical assistance within the infrastructure sector.
- Knowledge of and experience with policy and financing issues related to public-private partnerships and private investment in infrastructure.
- Experience developing, managing and implementing multi-party projects with defined objectives, deliverables, monitoring and evaluation of results.
- University degree in a relevant discipline.
- Strong interpersonal skills, and a demonstrated track record of working effectively in interdisciplinary teams in an international environment.
- Ability to communicate effectively (orally and in writing) with a diverse group of constituencies.
- A knowledge of French would be beneficial though not essential.

Personal Attributes

- Adaptive:
Able to draw on and apply previous experience and judgement to confidently deliver in the role.
- Collaborative:
Able to build strong, lasting relationships with a diverse mix of individuals, partners and businesses and to use these to share ideas and work collectively to resolve issues.
- Innovative:
Able to find creative solutions to issues as they arise and to patiently persevere and refine their approach until a resolution is found.
- Integrity:
Demonstrate the highest levels of professionalism and act with integrity even when that means walking away from something that might be to their own advantage.

CANDIDATES MUST HAVE THE RIGHT TO WORK IN THE UK.

If you wish to apply for this role, please send a covering letter and CV to

Sandy.rochfort@pidg.org

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers