

## Detailed Role Description

<b>Job Title</b>	Chief Executive Officer
<b>Department</b>	Operations
<b>Reports to</b>	Board of Directors
<b>Location</b>	On Site-Mzuzu, Malawi
<b>Role Profile</b>	Early -Mid-level professional

### Role Purpose

The Chief Executive Officer will work to support a dynamic and dedicated investment team supporting a portfolio of Small and Medium Enterprises under the Emerge Fund which will include provision of flexible debt financing to climate focused micro, small and medium enterprises (MSMEs) and fund management supporting diverse collaborators across Malawi and beyond.

The CEO is expected to demonstrate corporate and visionary leadership bringing a strong entrepreneurial background and support all general operations under the Emerge Fund. Familiarity with digital financial services and understanding of environmental, social and governance (ESG) approaches will be a strong plus.

The CEO position is a full-time position and reports and works closely with the Board of Directors of the Emerge Fund.

### Scope of Responsibilities

#### Role Responsibility 1: Overall management and Governance

##### Key tasks:

- Serve as ex officio non-voting member of the Board of Directors
- Execute the policy decisions of the board
- Deliver precise, prompt, and transparent reports to the Board regarding financial performance, operational accomplishments, and strategic initiatives
- Manage the day-to-day operations of the Emerge Fund by providing clear leadership and guidance to all functions including administration, finance, HR, IT
- Cultivate culture of cooperation and high performance
- Drive organizational performance, both qualitative and quantitative, achieve business plan targets
- Ensure effective collaboration with the various shareholders
- Uphold standards of risk management at all levels and ensure effective supervisory control and management review
- Sustain the Emerge Fund social mission and vision towards amplifying financial inclusion and economic development through transformative financial solutions



## Scope of Responsibilities

### Role Responsibility 2: Strategic planning and Business Development

#### Key tasks:

- Develop annual and longer-term plans and budgets, incorporating input from the different departments for approval by the board
- Oversee the implementation of budgets and strategic plans, including oversight of fundraising
- Set financial and operational performance targets for all key operating units
- Set employee performance targets for all key operating units
- Set employee performance standards required to achieve short- and long-term objectives and goals
- Lead the Emerge Fund into area based and revenue-based expansion

### Role Responsibility 3: Human Resource and Talent Development

#### Key tasks:

- Build a strong and effective investment and fund management team
- Establish an effective and competent participatory and inclusive management style
- Implement performance management system for management team including KPIs and incentive scheme
- Oversee and support the development and implementation of effective HR policies and procedures for recruitment, training and talent development

### Role Responsibility 4: Partnerships and Network

#### Key tasks:

- Build the Emerge Funds reputation as a company committed to excellence in service delivery both internally and externally
- Support the team in strengthening our rapport with key strategic networks that Emerge Fund affiliates with.
- Represent Emerge Fund at high level engagements with key stakeholders across the ecosystem both at national and international level
- Promote Emerge Fund across networks both locally and internationally
- Maintain strong relations with shareholders, investors, clients and other business partners
- Ensure quality information flow to investors, regulators and other stakeholders as relevant

### Role Responsibility: Policy Management and Compliance

#### Key Tasks:

- Lead in the development and implementation of national specific guidelines for the management of the Emerge Fund and all relevant organizational policies
- Lead in the review and update of Emerge Fund policies and procedures and advise the management team and board of directors on the potential implications of new systems, policies and procedures
- Implement all necessary policies and procedures to ensure that correct procedures are adhered to by the core team
- Comply and adhere with all approved organizational policies and procedures
- Ensure the company complies with all national and international policies and laws

### Role Responsibility: Fundraising and Resource Mobilization

#### Key Tasks:

- Support in developing and managing relationships with local and international investors and support partners
- Lead on the development of emerging ideas and concepts into quality investor proposals

### Person Specification

<p><b><i>Education and Certifications</i></b></p>	<p>Master's Degree in business management/administration, finance, banking or its equivalent is desirable.</p> <p>Training on a wider range of micro finance products including loans, savings and insurance, compliance regulations, microfinance law, business law, employment and labour, internal operational policies and procedures</p>
<p><b><i>Essential Experience</i></b></p>	<ul style="list-style-type: none"> <li>• A minimum of 10 years' experience in finance/microfinance/social investment, preferably in Malawi or Sub-Saharan Africa</li> <li>• Experience in designing, setting up and coordinating monitoring and directing an emerging enterprise are required</li> <li>• Experience in fund management from diverse sources including impact investors, governments, development agencies, foundations and corporate donors</li> <li>• Proven experience working with financial institutions and investment sector at national and international level</li> </ul>

<p><b><i>Essential Knowledge</i></b></p>	<ul style="list-style-type: none"> <li>• In-depth understanding of equitable approach to investing in emerging enterprises in emerging markets</li> <li>• Sound and up to date knowledge of micro investment concepts, methodologies and techniques demonstrating strong commitment to environmental, social and governance (ESG) approaches</li> <li>• General knowledge on a wider range of micro finance products including loans, savings and insurance, compliance regulations, microfinance law, business law, employment and labour, internal operational policies and procedures</li> <li>• Sound knowledge in the PESTEL analysis of the environment in which Emerge Fund operates in</li> <li>• Thorough understanding of the investment management cycle</li> <li>• Basic knowledge of finance and accounting systems</li> <li>• Strong insight and knowledge of analyzing investments and portfolio enterprise performance</li> <li>• Strong insight on leadership and governance management</li> <li>• Demonstrated experience leading and building cohesive high performing teams</li> </ul>
<p><b><i>Essential Skills</i></b></p>	<ul style="list-style-type: none"> <li>• Strategic and analytical thinking</li> <li>• Strong leadership and management</li> <li>• Excellent presentation, communication and negotiation</li> <li>• Networking, influencing and relationship building</li> <li>• Crisis management and conflict resolution</li> <li>• Planning, organisation, time management and coordination</li> <li>• Strategic direction and people management</li> <li>• Fluency in written and spoken English and native languages</li> <li>• Digital savvy (Microsoft packages, Digital marketing tools)</li> </ul>
<p><b><i>Ability</i></b></p>	<ul style="list-style-type: none"> <li>• Comfortable in a fluid environment, self-directed, flexible and creative</li> <li>• Able to work under pressure and under strict deadlines</li> <li>• Able to travel frequently</li> </ul>

<b><i>Personalities and attitudes</i></b>	<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• A self-starter</li> <li>• Creative</li> <li>• Positive minded</li> <li>• Mature and decisive</li> <li>• Diplomatic</li> </ul>
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### ***About Emerge Fund***

Emerge Fund is a newly established social impact acceleration fund (microfinance) investing in Malawian early stage and high growth enterprises with financial solutions amplifying their growth and success. Emerge Fund is a subsidiary enterprise under Emerge Livelihoods, a non-profit organisation in Malawi dedicated to amplifying social capital and leveraging technology for economic prosperity of individuals and communities. Emerge Fund is incorporated as a company limited by shares led by Emerge Livelihoods with support from OVO-Entrepreneurs for Entrepreneurs.

Emerge Fund seeks to provide affordable and tailor-made debt financing targeting enterprises contributing to climate adaptation efforts in Malawi and serve as an intermediary for diverse institutions exploring a portfolio of emerging enterprises led by men and women in both rural and urban areas across the country.

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