



National Advisory Board for Impact Investment Zambia
'Catalysing an Impact Economy in Zambia'

Employment Opportunity

Position:	Chief Executive Officer
Contract:	Long Term
Reports To:	Chairperson
Location:	Lusaka
Salary:	To be determined in line with the successful candidate's experience.

About the National Advisory Board for Impact Investment Zambia

The National Advisory Board for Impact Investment Zambia (NABII) is a non-profit organization which works to accelerate the growth and effectiveness of the local impact investment ecosystem. NABII's vision is to help attain "a prosperous Zambia driven by inclusive green growth and sustainable development" and its Mission is to "mobilize stakeholders and resources to support the creation of a private sector driven impact economy through identification of domestic opportunities for change and innovation that help achieve and maintain the Strategic Development Goals" in Zambia. NABII is a member of the independent Global Steering Group for Impact Investment (GSG) and also works collaboratively with other bodies and ecosystem players (asset owners, fund managers, social enterprises, market enablers), as well as Government, regulators and other policy makers to drive thought leadership and innovation. Through this process, it acts as a market builder to accelerate the mobilisation of public and private finance to address social and environmental challenges.

Position: Chief Executive Officer

The Role

NABII seeks to engage an individual that is ready to help transform the way investment delivers lasting impact to improve people's lives in Zambia whilst enhancing green economic development. The successful candidate must have credibility with those in the financial and social sectors and understand the opportunities and challenges of the Zambian impact investing ecosystem.

Key Basic Functions

The Chief Executive Officer (CEO) will be responsible for establishing and executing major goals and objectives for NABII. The CEO will advise the Board, implements policies established by the Board of Directors, provides leadership, direction, and evaluation of the organization's activities, and direct the day-to-day operations of the NABII. The CEO will also be responsible for fundraising and financial management of the NABII, public relations and personnel management and serves as a liaison with stakeholders. S/he will represent the organization to regulatory bodies, other agencies, community and civic organizations, investors, funders, supporters, and the general public.

Responsibilities

The responsibilities of the CEO include but not limited to;

1. Board Administration and Support

Interface with Board members, staff and other project stakeholders, to plan, implement, review, and report on projects and deliverables as needed

2. Program and Service Delivery

Lead the development and execution of high-quality country strategic plan relevant to the local context and reflecting the global priorities, working with guidance of the Board of Directors.

3. Financial and Risk Management

Recommend yearly budget for Board approval and prudently manage NABII's resources within the budget guidelines according to current laws and regulations and assess risks to the organisation and ensuring they are monitored and minimized.

4. Human Resource Management

Effectively manage NABII human resources according to authorized personnel policies and procedures that fully conform to current laws and regulations

5. Stakeholder Engagement and Management

Proactively engaging with a wide range of potential funders and collaborators to securing support and funding to build a sustainable NAB as well as building and maintaining good working relations with stakeholders to keep them aware of NABII's activities and ensure that stakeholder engagement maximises funding potential.

6. Fundraising

Overseeing fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

7. Community and Public Relations

Developing NABII's reputation in Zambia, regionally and internationally and ensure the NABII and its mission, programs, and services are consistently presented in strong, positive image to relevant stakeholders

Desired Skills sets and Competences:

- i. Demonstrated credibility with decision making in the financial and social sectors and having sufficient grounding in the relevant technical areas, crucially sustainable investment finance and social impact

- ii. Proven track record of fundraising (with evidence of having successfully fundraised)
- iii. Demonstrated teamwork skills and a track record of working in partnerships; suggest new initiatives with innovative mindset, building effective relationships and coalitions to deliver change.
- iv. Demonstrated experience coordinating and collaborating with stakeholders including government leadership, global charities, social enterprises and investors as well as the media.
- v. Excellent written and spoken English and ability to communicate across technical disciplines and non-technical audience required
- vi. Have a strong understanding of the policy and regulatory environment in Zambia and internationally.
- vii. At Board of Directors' level, must enhance good corporate governance and collaborative mindset and be able to work closely with the Board Chairman to establish framework for idea generation and consensus
- viii. Possess the requisite experience of operating at C-suite level.

Education and Experience

- Must have a minimum of a Master's degree in any field.
- Must have a minimum professional experience of five (5) years at senior level.

How to Apply

If you meet the minimum hiring requirements for the above position, please email your detailed CV, copies of your academic certificates, names and contact addresses of three referees and a cover letter describing your interest to secretariat@nabii.org.zm. Only shortlisted candidates will be contacted.

Applications should be addressed to:

The Secretariat
National Advisory Board for Impact Investment Zambia
ZANACO Business Center
Cairo Road
Lusaka, Zambia.

Closing date: Friday, November 19th, 2021