The AECF (Africa Enterprise Challenge Fund) is a non-profit institution supporting early and growth stage businesses – through provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalised communities in Africa.

AECF’s strategy is focused on agribusiness/agriculture and renewable energy sectors with increased support to climate technologies, deepened focus on gender, youth, and employment, aimed at attaining the institution’s vision of ‘A Prosperous and Enterprising Rural Africa’.

Since 2008, AECF has invested in 268 businesses across sub-Saharan Africa focusing on Agribusiness, Renewable Energy and Climate Technologies. As of 2018, we have impacted more than 17 million lives, created over 12,000 jobs and leveraged over US$ 750 million in matching funds from the private sector.

AECF has implemented programs across Africa delivering tangible impact for communities most in need. We are looking for an experienced person to keep track of dormant investees’ accounts and those that are overdue for payments and reconciliation.

AECF is headquartered in Kenya with offices in Côte d’Ivoire and Tanzania.

JOB SUMMARY:

The overall objective of this role is to identify, evaluate and monitor the non-performing loan accounts and implement a recovery action plan to achieve timely and maximum recovery at a minimal cost and appropriate turn-around time.

The role holder will be responsible for handling a portfolio of delinquent loan facilities issued to The AECF Investees with the objective of putting in place and adopting appropriate strategies within policy guidelines and regulation to minimise credit losses.
KEY RESPONSIBILITIES:

Reporting to Director, Investments and Portfolio, the Debt Recovery Officer will:

- Monitor allocated portfolio of delinquent loans facilities to determine reasons for delinquency by application of sound credit judgment, collections strategy and process within pre-determined broad policy guidelines and regulation to minimize credit losses;
- Maintain a loans ageing analysis, schedule, and follow up with the investees on recoverability of outstanding loan balance;
- Prepare approval requests to management for negotiated settlements and follow up until account is fully settled and the balance paid off;
- Ensure compliance to AECF’s Credit Policy and Procedures regarding management of debt recovery process;
- Maintain and prepare monthly collections reports, updates and status;
- Respond to investee complaints and queries and escalate unresolved cases for supervisors’ review and advice;
- Maintain a consistent reduction of non-performing debts through aggressive recoveries and viable restructuring options;
- Undertake regular and frequent calls, site visits, and follow-ups with the investees to implement remedial strategies and action plans for loan recovery;
- Initiate demand and reminder letters to all defaulting customers and review all credit files for proper documentation and monitoring;
- Ensure effective compliance standards are consistently met with both internal and external regulatory requirements by working closely with legal department;
- Develop and continuously review credit policies and procedures ensuring their compliance.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Hold at least a bachelor’s degree in Economics, Finance, Social science, or other relevant field. Certification in Credit Management/Debt Collection will be an added advantage;
- Have a minimum of five (5) years of relevant work experience in debt collection. Experience with donor-funded organizations will be an added advantage;
- Demonstrate a clear understanding of recovery processes with sound understanding of credit life cycle and debt recovery process/techniques;
- Should have sound knowledge in Credit risk management;
- In-depth understanding of Legal principles related to lending;
- Must have ability to translate and apply Credit knowledge to improve positive results in negotiations with clients;
- Excellent written and communication skills and the ability to communicate effectively to individuals and groups of people;
• Results-oriented and accountable, proactive and able to work on behalf of The AECF with a wide range of stakeholders;
• Exhibit excellent customer service standards at all times while handling investees issues and investee correspondences assigned on recovery related matters; Ability to communicate effectively (written and oral) in English;
• Proficiency in using applications software, including presentation, spreadsheet, word processing, and project management tools.

The AECF is an Equal Opportunity Employer. The AECF considers all applicants based on merit without regard to race, sex, colour, national origin, religion, age, disability or any other characteristic protected by applicable law.

If you believe, you can clearly demonstrate your abilities to meet the relevant criteria for the role, please submit your application quoting in the subject line the Job Title “Recovery Officer’–AECF/RO/2020” and attach a detailed CV with correct e-mail address and telephone contacts.

Kindly note that the call for applications will remain open until the position is filled. Address your application to recruitment@aecfafrica.org. *Only shortlisted candidates will be contacted.*

For more information, please visit [www.aecfafrica.org](http://www.aecfafrica.org)