

**Posted: December 2009**

### **Job Announcement**

Position: Monitoring Officer  
Supervisor: Regional Director, Africa  
Location: Nairobi, Kenya  
Start Date: February 2010  
Contact: Jen Stine  
Director, Human Resources and Administration  
jobs@rootcapital.org

### **SUMMARY**

Root Capital seeks a Monitoring Officer to monitor individual loans within Root Capital's portfolio of trade credit and capital asset finance loans in Africa. S/he will play a key role in managing the risk presented by Root Capital's loans in Africa by performing the following responsibilities: maintaining constant communication with clients; collecting, processing, and analyzing information on outstanding loans; evaluating the status of individual loans; proposing remedial actions if necessary; and prepare reports. The Monitoring Officer will be based in Root Capital's office in Nairobi. Candidates should possess two to five years of experience with loan monitoring and workout with a financial institution; additional experience managing and/or providing technical assistance to agribusinesses is preferred. Furthermore, s/he should have: a university degree in finance, commerce, agriculture, or a related field; an ability and willingness to travel to rural areas of Sub-Saharan Africa; strong interpersonal and intercultural skills, especially in sensitive situations; ability to handle confidential information; advanced knowledge of Microsoft Word and Excel; and English language fluency. Experience with international export procedures is preferred.

### **MISSION AND HISTORY OF ROOT CAPITAL**

*Root Capital's mission is to pioneer finance for grassroots businesses that build sustainable livelihoods and transform rural communities in poor, environmentally vulnerable places.*

Root Capital is a nonprofit social investment fund that is pioneering finance for grassroots businesses in rural areas of developing countries. We provide capital, financial education, and market connections to small and growing businesses that build sustainable livelihoods and transform rural communities in poor environmentally vulnerable places.

Through innovative approaches to development finance, Root Capital aims to fill the "missing middle" of finance - serving organizations caught in the gap between microfinance and traditional banking. We provide loans ranging on average from \$25,000 to \$1,000,000 to rural enterprises and agricultural entrepreneurs that link small-scale farmers and artisans to competitive markets. Since our launch in 1999, we have provided more than \$150 million in credit to 254 grassroots enterprises in 30 countries, maintaining a 99% repayment rate from our borrowers and a 100% repayment rate to our investors. Headquartered in Cambridge, Massachusetts, Root Capital currently has associated offices in Costa Rica, Mexico, Peru and Kenya.

## RESPONSIBILITIES

1. Collect, review and analyze loan monitoring information from clients to identify potential credit impairments. Maintain constant communication with clients to understand the status of contracts or purchase orders financed by Root Capital.
2. Advise of potential risks and make recommendations to minimize them based on the information gathered from the monitoring process.
3. Maintain accurate and current databases of the information collected.
4. Actively participate in weekly Africa monitoring meetings and circulate a summary to key staff.
5. Prepare analytical reports that synthesize the results of the monitoring process.
6. Visit clients with at-risk loans to identify causes and negotiate solutions.
7. Contribute to the determination of action plans for troubled loans, which may involve legal coordination or other follow-up activities.
8. Perform special monitoring and collections tasks as necessary.
9. Other responsibilities as assigned.

## QUALIFICATIONS AND EXPERIENCE

1. 2-5 years of experience with loan monitoring and workout with a commercial bank or other financial institution. Additional experience managing or providing technical assistance to agribusinesses is strongly preferred.
2. Experience with international export procedures is preferred.
3. Willingness and ability to travel up to 20% of the time, mainly to rural areas of Sub-Saharan Africa and sometimes on short notice.
4. University degree in finance, commerce, agriculture, or related field.
5. Strong interpersonal skills and cultural sensitivity. Ability to communicate and negotiate with clients in sensitive situations.
6. Advanced experience with Microsoft Word and Excel is required. Familiarity with database management software such as Salesforce.com is a plus.
7. English fluency is required. Knowledge of regional languages such as French or Swahili is highly desired.
8. Ability to work as part of an international team. Collaborative team player with strong communication skills and a good sense of humor.
9. Ability to handle confidential information about the transactions and business activities of Root Capital and our clients.
10. Strong interest in the field of social finance.
11. Authorized to work in Kenya.

**SALARY:** Commensurate with experience.

## APPLICATIONS AND NOMINATIONS

More information about Root Capital is available at [www.rootcapital.org](http://www.rootcapital.org)

**Applications are due by January 8, 2010. Candidates are encouraged to apply as soon as possible.**

Applications including a resume and cover letter describing your interest, qualifications, language abilities, salary requirements, and how you learned of the position should be sent to: [jobs@rootcapital.org](mailto:jobs@rootcapital.org). Please type "MO AFR" followed by your name (Last, First) as the subject line of your email (e.g. "MO AFR – Santos, Elizabeth"). We request that you limit your application to five pages or less. Finalist candidates will be required to provide at least three work-related references.

*Root Capital is an equal opportunity employer.*