

Job Advert: Pipeline Development Manager

1. ASSIGNMENT SUMMARY

Job Title	Pipeline Development Manager- Food & Agriculture
Location of assignment	Lusaka (with occasional travel outside Lusaka)
Initiative	Pipeline Development
Reports to	Pipeline Development Initiative Lead/Director of Programmes
Duration of Contract	6 months (with possible 2-year extension)

2. ABOUT PROSPERO LIMITED

Prospero Limited supports private sector development and facilitates impact investment, transitioning growth-stage businesses across Zambia into viable recipients for impact capital. We focus on companies that will have an impact on the development of Zambia.

Our Key Services Include:

- Strengthening innovative, inclusive, and environmentally sustainable business models (e.g., designing and developing climate-smart solutions with agribusinesses and renewable energy solutions for rural entrepreneurship hubs in remote locations).
- Enterprise-led market development in key sectors of the Zambian economy (e.g., facilitating development and coordination of market-led value chains).
- Identifying and building capacity of high-growth potential businesses.
- Developing innovative and impactful financing mechanisms.
- Investment facilitation services (e.g., SME investment readiness preparation and investor linkages).

With oversight from the Pipeline Development Lead/ Director of Programmes, the Pipeline Development Manager plays a pivotal role in implementing the organisation's annual strategy and approach towards inclusive economic growth in Zambia.

The Manager takes full responsibility of management and delivery of the organisation's strategy in terms of engagement, identification and development of ambitious, integrated, and transformative interventions, recruitment of credible intervention partners and oversight of overall implementation of sector activities. The Manager will collaborate across the organisation to identify and implement initiatives wherever possible.

3. SPECIFIC CONTEXT OF THE ROLE

The specific context for this role is:

The job exists to perform the following major functions:

- To lead the design of the sector strategy with the guidance of the Pipeline Development Lead
- To effectively support delivery of the pipeline development initiative by identifying SMEs and developing, managing, and delivering relevant intervention partnerships; and
- Collaborate closely with the Pipeline Development Lead in adapting/developing current and new initiative strategies.
- To support monitoring and administration of all intervention partnerships and strategic partnerships

4. SCOPE OF WORK

The specific duties of the position are as follows:

Sector Strategy and Delivery

- Provide technical support to SMEs through coaching, mentoring, and training to enhance SME skills helping them to become more attractive to investment in close collaboration with the Investment Services Initiative.
- Support SMEs linkage to finance and growth capital through sustainable market connections, grant and investment opportunities.
- Collaborate with the Prospero Pipeline Enabling Initiative and other initiatives in identifying and scoping SMEs.
- Lead development of initiative strategies, budgets and workplans with technical proficiency to support Zambian SMEs' access investment in the future.
- Identify systemic market constraints within the initiative and identify SMEs or service providers who can develop appropriate interventions or solutions.
- Critically review and assess grant proposals, budgets, SME delivery capacity and financial management capacity
- Identify and work closely with consultants, as necessary, to support the implementation of interventions.
- Ensure that all interventions provide value for money and reach the maximum possible number of MSMEs.
- Contribute to new business development opportunities by identifying new business leads and contributing to proposal writing.

- Lead the design and implementation of training and coaching materials on agriculture related topics and business management for technical support to SMEs.

SME Engagement

- Lead development, engagement, relationship building and management of SMEs that are critical to delivering the initiative strategy.
- Continually stay abreast of project implementation and progress, helping to creatively troubleshoot issues as (and before) they arise to ensure partner momentum.
- Support partners with development of concept notes, project proposals, budgets, cashflows, workplans and implementation.
- Where necessary, identify gaps in partner delivery and financial capacity that would benefit from extra support and develop appropriate solutions.
- Where necessary, support design and implementation of performance monitoring systems and tools to ensure partners can stay on track.
- In conjunction with the Monitoring and Evaluation team, ensure all regular reporting for sector initiatives by any intervention partners is completed and submitted accurately and on time.

Stakeholder Coordination

- Actively lead engagement, coordination, where possible, identify opportunities for collaboration (such as steering committees, stakeholder boards or consortia) with partners and other stakeholders (including donor projects) working within the initiative.
- When necessary, proficiently speak about Prospero and relevant initiatives in meetings, events, or workshops.
- Maintain and build Prospero credibility and reputation within relevant sectors.
- Build relationships and networks with potential funders.

Administration and Internal Coordination

- Administrative duties related to implementation of chosen interventions and activities (Terms of Reference development, development of grant concepts/proposals, organisation of workshops/trainings, due diligence support, etc.)
- Collaborate with Initiative Assistant and/or Associate to develop and review milestone claims.
- Support the gathering of information and communication assets (stories, photographs, etc.) from the earliest stages of interventions.
- Support the file archive management for the Initiative to ensure all documents are accessible to Prospero team.

- Maintain open communication with the Prospero initiative team and create a positive atmosphere among the team.

Additional responsibilities as required in support of Prospero's work:

- Cover for colleagues who are on leave or absent where relevant.
- Duty to report any suspicion of fraud or unethical activity.
- Any other tasks as requested by the line manager.

5. REQUIRED/DESIRED EXPERIENCE

Education

- A relevant university degree in Business Administration, Development, Agri-business or related field from a recognised institution.

Experience

- A minimum of 5 years of experience working on SME growth, private sector, or donor funded projects, dealing with grants and/or contracts and managing financial and technical reporting requirements, as well as knowledge and understanding of the Zambian SME sector

Job Competencies

- Strong familiarity with the food and agriculture sector
- Strong familiarity with, climate change, climate finance, nutrition and export
- Strong ability with Microsoft Office software (especially Word, Excel, and PowerPoint)
- Ability to independently strategise and develop detailed strategies/work plans/budgets to achieve objectives.
- Strong training, coaching and mentoring skills.
- Demonstrated innovative thinking and problem-solving skills.
- Strong networking and interpersonal skills.
- Partnership engagement and management.
- Effective communication (written and spoken) skills.
- Attention to detail and focus on quality delivery and achieving deadlines.
- Commercial-based thinking focused on adding value.

6. APPLICATION GUIDELINES

We invite all interested candidates to submit the following documents:

- Curriculum Vitae (CV)
- Letter of Motivation outlining how your experience, skills, and professional networks align with this job description. Clearly state your expected remuneration.

Please submit your application to recruitment@prospero.co.zm by **September 30, 2023**.

Clearly state, **Pipeline Development Manager – Food and Agriculture** in the subject line.



Please note that only shortlisted candidates will be contacted