**Role Description**

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| **Role title:** Environmental and Social Manager / Officer  | **Reports to:** [Insert] |
| **Duration:** [Insert] | **Location:** [Insert] |

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| **Section one: Background to Fund / GP** |
|  [Insert] |
| **Section two: Role and responsibilities**  |
| The E&S Manager / Officer’s primary role is to manage E&S due diligence, portfolio monitoring, technical advice and value add in investees. He/she will work closely with the relevant investment teams. The successful candidate would:* During due diligence, assess gaps against the Fund’s E&S requirements / policies and identify opportunities for value addition.
* Appoint and manage specialist consultants, including for complex E&S due diligence and / or monitoring.
* Contribute to the evaluation of investment proposals, including via investment committee papers and meetings.
* Support in negotiations with portfolio companies to ensure that E&S rights are embedded in legal agreements, including E&S action plans (where appropriate).
* Post-investment, work with investees to improve their E&S management systems, policies and procedures, including the implementation of E&S action plans (where relevant).
* Regularly monitor investee compliance with the Fund / GP’s E&S requirements and policies, including the implementation of agreed action plans and/or by attendance of E&S sub-committees of boards (as required).
* Contribute to the delivery of E&S training, both for internal investment teams and for investees.
* Mentoring and working with more junior team members.
* Represent the Fund / GP with external stakeholders, including limited partners and at responsible investment conferences.
* Work on ad hoc projects. For instance, external communications on E&S, such as an annual E&S report and case studies highlighting E&S value addition.
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| **Section three: Background and skills** |
| **Minimum requirements:*** Advanced university degree (masters or equivalent) in a relevant discipline, preferably environmental engineering, environmental or social studies; development studies / development finance; or a similar area.
* At least five years’ work experience in a related field (relevant sector, E&S and / or sustainability etc), preferably within E&S consulting, development finance or private equity / the wider investment industry.
* Experience and demonstrable commitment to our markets.
* Ability to travel for up to 50 days a year, often at short notice.

**Personal skills:*** Strong communication skills, including report writing (use of PowerPoint and diagrams to present information in a concise format) and oral communication.
* Effective negotiation skills, including the ability to be persuasive as well as to listen and pragmatically identify when compromise is required.
* Highly motivated and results driven.
* Strong analytical and problem-solving skills.
* Excellent logical reasoning and structure in thought and communications.
* Proven ability to mentor and grow the skills of team members.
* Demonstrated ability to independently manage and prioritise a busy and diverse workload with a range of deliverables for a variety of stakeholders.
* Enjoy working as part of a team, collaborating and coordinating where appropriate.
* Good judgement and attention to detail.

**Technical skills:** [adapt for a fund with a particular sectoral profile or to emphasise a preference for a particular environmental and/or social skillset]* Knowledge of relevant sectors and E&S issues – Required.
* Insight into the challenges associated with implementing E&S improvements in our markets – Required.
* Familiarity with the application of the IFC Performance Standards – Required.
* Familiarity with the World Bank’s EHS Guidelines and / or similar standards – Desirable.
* Experience analysing the E&S management systems of companies – Desirable.
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