**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. |
| **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. |