



CREDIT GUARANTEE FUND AFGHANISTAN

Executive Analyst (f/m/d) for ACGF's Management Board

Job title: Executive Analyst
Job type: 40 hours/week
Employer: ACGF – Afghan Credit Guarantee Foundation
Location: Berlin or Cologne
Start: ASAP

Who we are:

ACGF – Afghan Credit Guarantee Foundation is a charitable foundation based in Cologne, Germany and an office in Berlin. ACGF was founded in September 2014 by the German Federal Ministry for Economic Cooperation and Development (BMZ) and DEG – Deutsche Investitions- und Entwicklungsgesellschaft mbH (a member of the KfW Group). ACGF is further supported with funds provided by the World Bank, KfW Development Bank and the European Union.

ACGF's mission is to improve access to finance for Micro, Small and Medium Enterprises (MSMEs) in Afghanistan by providing credit guarantees and related technical assistance to Partner Institutions (PIs) – banks, micro-finance, and micro-deposit institutions. ACGF further has established a matching grants facility for Afghan MSMEs.

ACGF is looking for an **Executive Analyst (f/m/d)** to support the Management Board, mainly in terms of assisting the Chief Executive Officer (CEO) in his daily tasks and strategic projects.

What You`ll do:**1. Organizational management:**

- You will provide input and research on specific questions/topics and prepare memos, papers, proposals and presentations
- You will develop management tools and data frameworks, specifically regarding the further development of impact metrics
- You will observe, analyze and evaluate operational performance benchmarks and trends, and support the development of performance forecasts
- You will support preparation of and follows-up on actions from meetings and ensure that decisions are communicated to the respective operational bodies

2. Organizational development:

- You will support the design of processes for selected operational areas, including contributing to the set-up of new business areas
- You will take on special and project tasks, including the preparation and implementation of business and project plans as well as special projects with external partners
- You will contribute to the development of an institutional strategic plan and the respective objectives, specifically the expansion of the organizational results measurement framework
- You will engage in analysis of external proposals as well as develop strategies for incorporation (if applicable) and recommendations for management

3. External stakeholder management and PR/Communication

- You will contribute to the overall reporting of the organization, specifically regarding the development of impact metrics
- You will support the development and implementation of external and internal communication strategy for ACGF and support ongoing communication efforts
- You will implement, maintain and further develop the ACGF website
- You will initiate and implant PR activities
- You will take care of social media, management of the LinkedIn account and respective observation of the market

Your Profile:

- Minimum bachelor's degree in finance (or related field of studies)
- About three years of experience in development finance or related field
- Excellent command of English language; German skills are of advantage
- Advanced knowledge of Microsoft Office and specifically Excel, and the ability to manage and analyze time-trend, cross-sectional data
- Ability to multi-task and deliver under high pressure; hard work and commitment to meet the high expectations of management
- Good analytical and problem-solving skills
- Ability to function in an intercultural work environment, very strong analytical and communication skills, dedication to detail and diligence, flexibility, commitment to deliver in a timely fashion, service orientation
- Self-dependent, reliable, team-oriented and interested in a long-term engagement
- Commitment to and interest in the philosophy and goals of development cooperation

What We Offer:

- A job in a distinctly international environment
- Opportunity to contribute to a visible impact in Afghanistan
- Competitive salary
- Further training opportunities
- Flexible working hours including mobile working possibilities
- An environment supporting autonomous and results-oriented work with short communication and decision-making processes
- Offices in the hearts of Berlin respectively Cologne, easily accessible by public transport
- Relocation support

Ready for Change?

We are looking forward to getting to know you. For more information about us, please visit our website at www.acgf.de.

Please apply [here](#) with a cover letter, CV and remuneration expectation. Applications are reviewed on a rolling basis. Please note that international applications are explicitly welcome.

For any questions regarding this job announcement, please contact Cynthia Walbaum at c.walbaum@acgf.de.