



CREDIT GUARANTEE FUND AFGHANISTAN

Local Representative (LR) - for ACGF - Afghan Credit Guarantee Foundation (Kabul Representative Office)

Job title: ACGF Local Representative
Job type: Full-Time (40 hours)
Employer: ACGF - Afghan Credit Guarantee Foundation, Kabul Representative Office
Location: Kabul, Afghanistan
Target group: Afghan Nationals
Duration: 1 year with possibility of extension
Start: ASAP
Opening date: June 26, 2024
Closing Date: July 10, 2024

Who we are:

The Afghan Credit Guarantee Foundation (ACGF) is a charitable foundation based in Cologne, Germany, with an office in Berlin. Established in 2014, ACGF is supported by funding from different international stakeholders, e.g. the World Bank and the European Union. **ACGF's mission is to enhance access to finance for Micro, Small, and Medium Enterprises (MSMEs) in Afghanistan** by providing credit guarantees, matching grants, and related Technical Assistance (TA) to Partner Institutions (PIs) – banks and microfinance institutions.

Looking ahead, ACGF plans to significantly expand its activities with additional stakeholder support anticipated in 2024 and beyond. This expansion aims to enhance the impact on Afghan MSMEs and the PIs that support them, further driving economic growth and stability in Afghanistan. Therefore, **ACGF is in the process to register as International Non-Governmental Organization (INGO)** with an Afghan Representative Office physically based in Kabul. ACGF ´s CFO will function as its Country Director. For the start, it is foreseen that the Kabul team consists of two persons, the LR and a Manager Finance, Controlling & Governance.

In this context, ACGF is looking for an experienced professional as Local Representative taking care for ACGF ´s activities and needs on the ground.

Purpose of Position:

The Local Representative (LR), in conjunction with the Country Director, is the legal representative of ACGF Kabul Representative Office responsible for managing the overall operations of ACGF Kabul Representative Office in a manner that will help achieving the institutional goals and objectives. This position requires considerable strategic planning, comprehensive coordination amongst and between ACGF Kabul and ACGF headquarters. The LR is expected to advise ACGF in achieving its goals and shall support ACGF in keeping a good relationship with different Afghan government institutions and international stakeholders. In cooperation with our external advisors, the LR ensures that ACGF Kabul gets registered as INGO with the Ministry of Economy and is compliant with all regulations of the Afghan laws as well as all ACGF governance rules. LR will report directly to the Country Director.

We are looking for a **dynamic, experienced, and professional personality** with the ability to contribute to the goals of our organization and take care for a well-functioning representation of ACGF on the ground. An ability to act on own initiative is essential.

Responsibilities:**1. Registration and Government Relations:**

- Serve as a legal representative for ACGF in its Kabul Representative Office, overseeing and managing the entire registration process as an INGO.
- Act as the primary point of contact for all communications with relevant authorities, ensuring prompt and accurate responses.
- Prepare and submit all required reports in a timely manner.
- Maintain comprehensive and organized records of all documentation and correspondence.
- Be available for any necessary interactions with government officials, addressing inquiries and requirements as they arise (for the registration phase you will be accompanied by our external consultants).

2. Strategic and Operational Management:

- Collaborate with the ACGF Board of Directors (BoD) and provide supervision to the ACGF Kabul colleague(s), ensuring the alignment of efforts with strategic goals.
- Take care - together with the Manager Finance, Controlling & Governance - for the local bank accounts and respective banking transactions to Afghan recipients.
- Ensure transparency and regular communication with the BoD about significant measures, decisions, and developments.
- Identify new business opportunities and propose innovative solutions for the MSME sector.
- Facilitate and finalize projects registration for future projects with international stakeholders (including signing MoUs) with Afghanistan's Ministry of Economy and respective line ministries.

3. Overall Management and Operations:

- Stay updated on the latest regulations in the INGO and banking sectors and proactively share relevant information and circulars with ACGF headquarters.
- Representing ACGF Kabul in meetings, conferences, and events with stakeholders. Provide appropriate and extensive liaison with other (I)NGOs, donors, and governmental agencies (to the extent needed) for excellent coordination and representation.
- Ensure compliance with legal and regulatory requirements and organizational policies.

Qualifications and Requirements:

- Master's degree in business administration, Economics, Finance, or a related field
- At least five years of management experience, preferably in the financial services or development cooperation sector.
- Strong knowledge of the Afghan MSME sector, business development topics, and financial services.
- Proven leadership experience in an INGO setting, including strategy development and coordination with state authorities.
- Experience in donor liaison, preparation, and successful funding of large financial and development projects.
- Excellent interpersonal and cross-cultural communication skills, with the ability to negotiate and work with diverse stakeholders.
- Fluency in English, Pashto, and Dari languages is required.
- Excellent analytical and reporting skills.
- Proficiency in Microsoft Office applications

Interested?

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](#) by **10th of July 2024 with up-to-date CV, one page cover letter and your remuneration expectation**. Applications are reviewed on a rolling basis.

For any questions regarding this job announcement, please contact Sayed Masoumi (s.masoumi@acgf.de) or Cynthia Walbaum (c.walbaum@acgf.de).

Only shortlisted candidates will be contacted. ACGF reserves the right to amend the job description at any time.