

# Financial Inclusion Officer

**Position Title:** Financial Inclusion Officer

**Application Deadline:** *Applications will be reviewed on a rolling basis.*

## About ENAF

Echo Network Africa Foundation (ENAF) is a Pan African philanthropic institution that empowers and advocates for girls and women in Africa, focusing on marginalized groups. Its 2023-2027 Strategic Plan aims to expand successful programs from Kenya to other countries, with the Kenya Country Office managing implementation while ENAF oversees resource mobilization.

## Job Summary

ENAF is seeking to recruit a Financial Inclusion Officer. The successful candidate will report to the Revolving Loan Fund Manager and will be responsible for designing and implementing interventions that promote affordable and accessible financial and non-financial services for women and their families. This role involves office-based work in Nairobi with travel to counties where projects are implemented.

## Key Responsibilities

### Training and Capacity Building

- Design and deliver financial and non-financial training programmes for women and communities.
- Conduct training on group formation, group dynamics, and financial literacy/entrepreneurial skills to enhance women's participation in financial inclusion initiatives.

### Credit Provision and Management

- Assess business and creditworthiness of women groups and design programmes to address identified capacity gaps.
- Provide prudent budgeting, money management advice, and financial health checks to ensure effective finance management.
- Conduct follow-ups on loan disbursements and repayments to ensure a clean portfolio.
- Mobilize resources for the initiative and create linkages with financial and non-financial institutions.

### Advocacy, Networking, and Client Engagement

- Facilitate market linkages and build connections with the informal sector to train on savings schemes.
- Provide evidence for issue-based lobbying and advocacy towards women-responsive laws on financial inclusion.
- Contribute to the development of policy for the Revolving Loan Fund.
- Document success stories and map new women groups for continuous growth.

## Qualifications

- **Education:** University degree in a related field, preferably Business Administration, Social Studies, Economics, or Finance.
- **Experience:** At least 3 years of related experience within a busy organization.
- **Technical Skills:** Practical experience in conducting needs assessments of Microfinance clients. Computer literate (specifically Word & Excel).
- **Communication:** Strong written and spoken English and Kiswahili. Good report writing, documentation, and presentation skills.
- **Analytical Skills:** Strong analytical and quantitative skills as well as familiarity with financial accounting.
- **Behavioral Competencies:** Ability to work without constant supervision, strong problem-solving skills, and the ability to evaluate business plans.

## Application Guidelines

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CVs to **info@enafrica.org**. The CVs should include the contact details of three referees. Only shortlisted candidates will be contacted.

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