

VACANCIES

The Infrastructure Development Bank of Zimbabwe ("IDBZ/the Bank") is a national Development Finance Institution (DFI) that promotes infrastructure development in various sectors including Energy, Transport, Water & Sanitation, Housing, Irrigation infrastructure, ICT, Health, Tourism and Education. These are key enablers to inclusive socio-economic development and growth. The Bank also supports private sector enterprises, focusing on the infrastructure value chain, agri-businesses, mining and export-oriented businesses.

In order to effectively execute its mandate, the Bank seeks to recruit the following personnel:

CHIEF ECONOMIST

This position reports to the Chief Executive Officer.

JOB PURPOSE

The incumbent will head the Bank's Economics, Strategy and Performance Monitoring Unit. The Chief Economist shall provide economic intelligence and strategic planning information both of a qualitative and quantitative nature to the Bank

JOB RESPONSIBILITIES

- Strategy implementation and update
- Analyses fiscal, monetary and sectoral policies plus regulatory pronouncements in areas relevant to infrastructure
- Produces weekly economic bulletins
- Produces monthly infrastructure bulletins
- Generates sectoral research reports e.g. Energy, Transport, Water & Sanitation, ICT and Housing sectors
- Analyses opportunities, challenges and implications for the Bank
- Develops survey tools appropriate to the Bank's needs
- Conducts periodic customer & key stakeholder satisfaction surveys for the Bank
- Conducts competitor analysis research
- Conducts case study analyses for benchmarks with Bank projects
- Performs economic analysis appraisal on projects considered by the Bank
- Analyses the development impact of projects being funded by the Bank
- Generates post implementation review and reporting for projects (for mandate alignment)

QUALIFICATIONS AND EXPERIENCE

This is a senior position and requires the following attributes:

- Post-graduate qualification, preferably a Ph.D., in Economics.
- At least ten (10) years of relevant experience.
- Experience working in a development finance institution will be an added advantage.
- Ability to engage with a wide range of Stakeholders in private, public and academia.
- Proven leadership skills and ability to work with diverse teams.
- Excellent analytical skills
- Strong communication and presentation skills.

MANAGER - STRUCTURED FINANCE

This position reports to the Head - Private Sector Operations.

JOB PURPOSE AND RESPONSIBILITIES

The Manager – Structured Finance will lead efforts towards originating and executing bespoke financing solutions in support of private sector projects and business transactions. The Manager will be required to optimise existing operations, support in structuring optimum financing deals that create value for clients and generate income for the Bank, as well as lead the formulation of annual Work Programmes and Budgets for the Bank's Private Sector Operation with support from other units across the Bank.

The job includes the following specific responsibilities:

- Business development, focusing on identifying projects and other business opportunities for inclusion in the Bank's private sector financing pipeline.
- Evaluating business opportunities for commercial merit and alignment with the Bank's environmental and social sustainability objectives.
- Structuring sustainable financing solutions for projects and business transactions, including developing and negotiating term sheets with clients and counterparties.
- Preparation and presentation of financing proposals to various Committees of the Bank and other financing partners or counterparties.
- Coordinating pre-financing due diligence of projects/clients to identify potential risks that require adequate mitigation to ensure performance of financing arrangements, as well as hands-on monitoring of funded transactions.
- Creating, updating and keeping up to date relevant processes and procedures guiding the Bank's Private Sector Operation.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Post-graduate degree in Banking/Finance, Accounting, Commerce, Economics, Engineering or other relevant discipline (CA, CFA, PGDip Development Finance, MBA, etc).
- Minimum of seven (7) years of proven experience in structured/trade finance and project finance.
- Demonstrable experience on packaging transaction documentation, presenting funding opportunities to banks and other counterparties, undertaking or coordinating financier due diligence, review and negotiation of funding terms and agreements, and handling financial closing work.
- Practical knowledge of financial instruments, risk mitigation frameworks, and understanding of development financing.
- Experience working in a development finance institution will be an added advantage.
- Ability to interact with senior officials of banks, corporates, government and public agencies.
- Demonstrated leadership capabilities, including ability to work collaboratively to attain goals.
- Strong communication and presentation skills.

MANAGER - CAPITALISATION AND STRATEGIC PARTNERSHIPS

This position reports to the Director - Resource Mobilization and Climate Finance.

JOB PURPOSE AND RESPONSIBILITIES

The Manager – Bank Capitalisation and Strategic Partnerships will lead initiatives to grow the Bank's capital base to ensure adequate capital levels are achieved and maintained; as well as the establishment of strategic partnerships for raising financial and technical resources to support the Bank's mandate delivery on infrastructure development in its sectors of focus.

The job includes the following specific responsibilities:

- Leading the development of the Bank's plans for capitalisation, broadening the shareholder base and ongoing capital management;
- Coordinating capitalisation initiatives and transactions involving mobilisation of capital from shareholders and strategic investors/financiers in the form of equity, debt and hybrid instruments;
- Coordinating the establishment of strategic partnerships for mobilisation of financial and technical resources to support the Bank's mandate delivery;
- Developing proposals and coordinating engagements aimed at securing project preparation funding support from Government and other DFIs/MFIs and development partners;
- Leading strategic initiatives, consultations and meetings with key partners, including representing the Bank on high level partnership events such as strategic dialogues and seminars on infrastructure finance and related development finance issues;
- Leading investor relations management and coordinating regular investor and stakeholder briefings/updates on the operations of the Bank;
- Managing ongoing engagements with cooperating partners, regulators and other stakeholders; and
- Coordinating with other units within the Bank to ensure the Bank is in compliance with regulatory capital requirements, financing agreements, covenants and conditions.

QUALIFICATIONS, EXPERIENCE AND SKILLS

The successful candidate will espouse IDBZ's core values and possess the following experience, skills and competencies:

- A post-graduate qualification in Banking/Finance, Accounting, Economics, Engineering or other relevant discipline (CA, CFA, PGDip Development Finance, MBA, etc).
- Minimum of seven (7) years of hands-on experience and proven track record in managing and closing equity, mezzanine and debt capital transactions.
- Demonstrable experience on packaging transaction documentation, marketing investment opportunities, coordinating investor/financier due diligence, negotiations and handling financial closing work.
- Experience working in a development finance institution will be an added advantage.

- Proven leadership skills and ability to work with diverse teams.
- Mature, confident and good networker with experience in building and nurturing relationships with key stakeholders at senior levels.
- Strong communication and presentation skills.

MAINTENANCE TECHNICIAN

JOB PURPOSE

The position exists to provide technical and administrative services with regards to the Bank's fleet, physical assets, office buildings, investment properties and equipment.

This position reports to the Manager Administration and Logistics.

JOB RESPONSIBILITIES

- Attends to all general maintenance works of Bank's buildings, properties and equipment;
- Coordinates preparation of BOQs for repairs and maintenance works;
- Adheres to service level agreements and ensures servicing of fire stipulated, generators, air-conditioning and other equipment is done per stipulated intervals;
- Attends to emergency maintenance works on call after hours, weekends and public holidays,
- Supervises the Gardeners and cleaning contractors to ensure premises are well maintained and cleaned at all times;
- Ensures that technical equipment operates efficiently at all times in line with the operating instructions;
- Troubleshoots/pre and post diagnosis of faults on the Banks vehicles and equipment;
- Carries out inspections and test drives vehicles before and after repairs for quality output;
- Inspects all pool vehicles and prepares relevant reports for management use;
- Attends to reported vehicle faults from user and
- Raises job cards for internal vehicles service repairs.

Reports

- Compiles weekly, monthly, quarterly and annual maintenance reports
- Maintains accurate records and produce daily activity reports

QUALIFICATIONS AND EXPERIENCE

This is senior position and requires the following attributes:

- A Degree or Higher National Diploma in a construction related field
- Journeyman skilled Worker Class 1
- At least 5 "O" Levels passes including English and Mathematics
- Clean Class one (1) Driver's License
- ability to work with diverse teams;
- Mature, confident and good networker with experience in maintenance works
- Strong communication and presentation skills.

GRADUATE TRAINEES: CIVIL ENGINEERS AND QUANTITY SURVEYORS x7

The Graduate Trainees will work under the various Divisions of the Infrastructure Projects and Private Sector Operations Departments.

QUALIFICATIONS :

Interested applicants should possess the following:

- A Bachelor's Degree in Civil Engineering or Quantity Surveying
- First Class or Upper second-class pass;
- Studying towards a relevant professional qualification would be a distinct advantage;
- Aged between 21 and 26 years;
- Ability to learn and work under minimum supervision;
- Valid clean class four (4) driver's license.

Interested applicants should submit their applications together with detailed Curriculum Vitae by no later than **16:00 hours Friday, 21 May 2021**. The Bank intends for the successful candidates to report for duty on the **1st of July 2021**.

REMUNERATION

For the above positions, highly competitive packages are offered, details of which would be disclosed to the shortlisted candidates.

To be considered, interested candidates are requested to forward their applications to:

The Director Corporate Services and Human Resources Department
IDBZ House
99 Rotten Row
Harare
 or email hr@idbz.co.zw

