

Job Specification - Environmental, Social & Governance (“ESG”) Officer

Reporting Line

The incumbent will report to the Corporate Finance Executive.

Main Purpose of the Role

The ESG Officer will be responsible for the day-to-day development, implementation and operation of the Group and subsidiary ESG systems including policies, standard operating procedure practices in the non-deposit taking microfinance institution. The role will involve working closely with other departments in the Group including Operations, Sales, HR, Compliance & Statutory, creating summary reporting to Senior Management and board committees, as well as working with investors to ensure Select’s operations are aligned with international best practices in sustainable finance and responsible lending.

Key Deliverables of the ESG Officer

1. Develop and implement the institution's ESG strategy, policies and practices in line with international best practices.
2. Monitor and evaluate the effectiveness of the institution's ESG policies and practices and recommend improvements where necessary.
3. Develop and conduct ESG training programs for staff and management to ensure compliance with relevant regulations and standards.
4. Monitor the institution's social and environmental impact and ensure compliance with regulatory requirements.
5. Conduct regular ESG risk assessments and advise management on mitigation strategies.
6. Engage with stakeholders, including customers, investors, board committees and regulators, on ESG issues.
7. Develop and maintain ESG reporting systems and prepare periodic reports for management and stakeholders including period investor reporting (usually quarterly).
8. Stay up to date with developments in ESG regulations, standards and best practices and advise management on their implications.
9. Maintain ESG section of virtual data room for ease and efficiency in due diligence process.

The Candidate

We seek the following in our desired candidate:

Qualification Requirement

A Bachelor's Degree in Environmental Science, Social Sciences, Finance or a related field is essential.

Experience / Background Preference

1. At least 3-5 years of experience in ESG management, sustainable finance or a related field.
 2. Strong knowledge of international ESG regulations, standards and best practices.
 3. Experience in developing and implementing ESG policies and practices in financial institutions.
 4. An excellent command of English, both written and verbal, is a requirement of the job.
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Key Competencies

The successful candidate will need to demonstrate the following ability:

1. Strong analytical and problem-solving skills to identify sustainability risks, develop actionable strategies and measure impact.
2. Excellent communication, interpersonal and stakeholder management skills to influence change and effectively communicate ESG initiatives.
3. Leadership qualities to drive organizational change, collaborate with diverse teams and inspire a sustainability-focused culture.
4. Adaptability and resilience to navigate complex and evolving sustainability challenges, and the ability to work independently and as part of a team.
5. Ethical and principled approach to decision-making and a passion for driving positive social and environmental change.
6. Proficiency in Microsoft Office applications, particularly Excel, Word and PowerPoint and generative AI tools.

Location

The position is based at our Johannesburg office located at Illovo Edge Office Block, Building 4, 9 Harries Road, Illovo, Sandton.

By nature of the group, travel will be required from any staff member of the company from time to time. In this particular role, the successful candidate should be prepared to travel as and when required. Travel will not be extensive.

This is a full-time office-based role.

Compensation

An annual cost to company remuneration package, which will be commensurate with the technical skills and experience of the successful candidate, plus bonus participation.

Please forward applications to Tracey Strong: strongt@africanalliance.com

If you do not hear from us within two weeks, please consider your application for this particular vacancy unsuccessful. In this instance, please be assured that we shall retain your application and will be in touch should a suitable opportunity arise in the future.