

Vacancy Announcement

Data Analyst – Permanent (Nairobi, Kenya)

Position:	Assistant Data Analyst
Reports To:	Senior Data Analyst Officer
Location	Nairobi, Kenya

About African Guarantee Fund (AGF)

The African Guarantee Fund (AGF) is a Pan-African non-bank financial institution whose primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing initiatives. AGF contributes to the promotion of economic development, vital for the prosperity, stability and poverty reduction in Africa through provision of a mix of financial guarantees and other products which will reduce the risks supported by financial sector lending to SMEs that have insufficient collateral and support for capacity development of the partner financial institutions. Assistant Data Analyst

AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.

Position Summary

The Data Analyst supports the strengthening of AGF's Group-wide business by evaluating credit portfolio data, tracks guarantee utilization, and monitors risk metrics across partner financial institutions. They transform complex regional lending data into actionable dashboards and stakeholder reports to optimize small and medium enterprise financial inclusion.

Key Responsibilities

Market Research, Analysis & Reporting

- Research and map development markets to identify opportunities and potential clients.
- Support market and competitor analysis, trend tracking, and basic data interpretation.
- Conduct Excel analytics (pivot tables, charts, data cleaning) and assist with dashboards for the BD and Sales activities.

Client Prospection & CRM Management

- Support client prospection and monitor platforms for Request for Proposal or Quotation (RFP/Q).
- Maintain and update CRM records, ensuring data accuracy and reporting support.

Business Development Support

- Assist with lead onboarding of clients by conducting pre-assessment and due diligence and scheduling meetings with clients (existent/prospective) for BD team.

- Support client engagements through follow-up actions, and admin support.
- Help prepare documentation for BD and deal support submissions.

Sales & BD Administration

- Track BD KPIs, pipeline activity, and client engagement metrics.
- Coordinate with BD, Procurement and Communications teams for information and tasks

Diversification & Internal Support

- Conduct research on new market segments and diversification areas.
- Assist with progress trackers and simple reports.
- Coordinate information for marketing materials with the communications team

Required Qualifications & Experience

Education

- Bachelor's degree in Statistics, Economics, Data Science, Data Analytics, Finance or Business Administration.
- Master's degree in a quantitative or business field is an added advantage.
- Professional certifications in data analytics, project management, or financial modeling (e.g., CFA, FRM, or Tableau/Power BI certified).

Experience

- 3 to 5 years of total work experience in data analysis, business intelligence, or market research.
- 2+ years working within the financial services, development finance, fintech, or credit guarantee sector.
- 3–5 years of experience in business development support, market research, CRM management, or sales operations.
- Experience or exposure to the humanitarian or development sector is a plus.
- Demonstrated track record of building dashboards and reporting frameworks that track business growth or loan portfolio performance.
- Experience collaborating with cross-functional teams like risk management, credit underwriting, and institutional partnerships.

Technical Knowledge

Important Skills

- Data Visualization: Mastery of tools like Power BI or Tableau to present complex pipeline data to executives.
- Technical Proficiency: Advanced SQL and Excel skills; basic proficiency in Python or R for predictive modeling.
- Financial Analysis: Strong grasp of credit risk metrics, SME financing gaps, and portfolio default rates.

- **Communication:** Ability to translate technical data insights into clear business development strategies for non-technical stakeholders.

Technical Skills

- Proficiency with CRM platforms (e.g., Salesforce, Microsoft Dynamics, HubSpot, or similar).
- Strong Excel capabilities (pivot tables, lookups, charts, and basic data analysis).
- Familiarity with Power BI or other data visualisation tools is an advantage.
- Strong research, information-gathering, and data interpretation skills.
- Ability to prepare a Credit Paper

Soft Skills

- High level of accuracy, reliability, and comfort working with data and deadlines.
- Strong analytical, communication, and organisational skills.
- Proactive, resourceful, and eager to learn.
- Able to manage multiple priorities and work collaboratively with different teams and stakeholders.

Languages

- **Full professional proficiency in both English and French is required** — AGF operates across Anglophone and Francophone Africa

Competencies & Personal Attributes

- Advanced analytical and critical thinking skills with strong attention to detail
- Sound judgement and the ability to manage multiple engagements under pressure
- Excellent written and verbal communication and presentation skills
- Strong interpersonal skills and ability to influence without authority
- Ability to work effectively in a multicultural, multi-country environment
- Self-driven, with a high degree of professional integrity
- Willingness and ability to travel across Africa as required

Key Performance Indicators (KPIs)

- **Pipeline Growth Contribution:** 15% increase in qualified financial institution leads identified through market data analysis.
- **Dashboard Deployment Time:** Reduce time-to-market for new business development and pipeline tracking dashboards by 20%.
- **Data Accuracy & Reporting:** Achieve 100% on-time delivery of monthly and quarterly portfolio growth reports with zero critical data discrepancies.
- **Partner Onboarding Efficiency:** Decrease partner financial institution evaluation cycle time by 15% through optimized automated risk-data models.
- **SME Reach Optimization:** Identify and map 5 new underserved economic sectors or geographic regions in East Africa for credit guarantee expansion annually.

Terms of Offer

African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender-sensitive working environment and believes that staff diversity promotes innovation and excellence. Women candidates are strongly encouraged to apply.

Privacy notice

When you choose to apply for this position, be informed that you might be required to share with AGF some personal data about you such as your name, address, country of residence, resume, diplomas, certificates, email address, etc. This information enables us to process your application and communicate with you when required.

Your personal data internally may be used by the HR department, Hiring Department and any related functions involved in the recruitment process. AGF might share your personal data with third party services providers or agents to perform certain processing activities on behalf of AGF. We will not sell, rent, or lease your personal data to third parties. We require these service providers to protect your personal data diligently.

We will only release your personal data if so required by law, where necessary for preventing or combating fraud, where necessary for dispute resolution or for any other pressing legitimate need which under the circumstances must outweigh your privacy interests, such as the security of our business and the safety of our staff.

If you choose to apply for this position, you authorize AGF and its staff to collect, store, use, disclose and otherwise process your personal data in connection with the purposes as described above.

Applications

All applications should be sent via email, attaching your resume and cover letter summarizing your relevant work experience, name and contact information of 3 referees that are familiar with your professional qualifications and work experience to: recruitment@africanguaranteefund.com.

All applications should be clearly marked on the subject line: **"AGF - Application for Assistant Data Analyst Position"** and will be considered until **31st August 2026** or until the position is filled.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at: www.agf.africa.