

## JOB DESCRIPTION

<b>Job title</b>	<b>Head of Technical Assistance</b>		
<b>Location:</b>	6 Bevis Marks, London EC3A 7BA	<b>Travel Required:</b>	Yes - frequent international travel is a requirement
<b>Reporting To:</b>	PIDG CEO	<b>Position Type:</b>	Full time

### About the role

Reporting to the PIDG CEO, the Head of Technical Assistance (TA) is responsible for overall leadership and management of the delivery of PIDG's grant-funded technical assistance and Viability Gap Funding (VGF) throughout PIDG's operations, and for the supervision of PIDG's Technical Assistance Facility (TAF). The Head is responsible for overseeing the cost-effective use of technical assistance and VGF subsidies needed to support PIDG projects, and for engaging publicly to advance related topics, such as the role of blended finance in catalyzing private investment, which are of strategic interest to PIDG.

### Job Description

#### ROLE AND RESPONSIBILITIES

##### General responsibilities:

- Provide the PIDG CEO and Board with confidence regarding the cost-effective use of grant-funded technical assistance and VGF subsidies throughout PIDG's operations.
- Supervise PIDG's Technical Assistance Facility (TAF) and represent it on the Exco and wider Executive team.
- Act as a central point of contact for PIDG companies in relation to their use of grant-funded technical assistance and VGF, and provide support to them in meet their key performance indicators; challenging them where necessary on their business plans, delivery of results and /or reporting to make more cost-effective use of grant-funded support.
- Oversee and enhance TAF's strategic relationship with the IFC Advisory Team that makes use of TAF funding via the DevCo programme; meet with IFC regularly to review and approve project pipelines and confirm that the DevCo work is fully consistent with PIDG's Five Year Strategy.
- Encourage learning throughout PIDG, to enhance the use of grant-funded technical assistance and VGF subsidies.
- Provide thought leadership on key topics relating to the role of technical assistance and VGF subsidies in private investment in infrastructure, particularly how such tools relate to the expanding global role of blended finance in facilitating private investment in infrastructure.
- Develop relationships and strategic partnerships with other providers of similar TA and develop mechanisms for combining resources where it is desirable to share risks.
- Communicate internally and externally on how PIDG should be using technical assistance and VGF subsidies in project development, representing PIDG at conferences and events.

##### Actions to Enhance TA impact:

- Ensure that systems are in place for TAF Team members to evaluate, approve, manage, monitor, report on, TAF TA funding and VGF subsidies.
- Make key decisions in the implementation of TAF responsibilities:
  - ✓ Approve *ex ante* reviews (and scoring) of all new TAF applications for grants and VGF subsidies.

- ✓ Recommend approval (or rejection) of grant applications to the CEO, the Executive Team, the PIDG Board, and the Owners (depending on how and when these actors are required to participate in application approvals).
- ✓ In conjunction with the Development Impact Team, identify new PIDG project areas for programmatic investigation, which would benefit from TA grants and VGF subsidies; review findings and recommendations of studies; make recommendations to the PIDG EXCO and Board regarding new PIDG project areas.
- ✓ Challenge quarterly reports and business plans regarding the optimal uses of TAF funding.
- ✓ Communicate results through various channels including blogs, articles, the Impact Series, the Annual Review.
- Oversee TAF Partner/Portfolio Management by TAF team members, in TAF activity areas that include (but are not limited to) the following activities:
  - ✓ Capital Market Development
  - ✓ Embedded Advisers
  - ✓ Programmatic Investigations
  - ✓ Strategic Partnerships
  - ✓ Grant Output Evaluation and Lessons Learned
  - ✓ Grant letters of agreement with the PIDG Companies and grant progress reporting

**Delivery of key elements of the PIDG strategy:**

- Oversee the design of appropriate technical assistance and subsidy approaches for sectors of focus within the PIDG 5-year strategy, including (but not limited to) affordable housing, water and sanitation, off-grid solar, and economic zones.
- In coordination with the Development Impact Team and the Health, Safety, Environment and Social Team, oversee the design of appropriate technical assistance and subsidy approaches for priority PIDG areas of social and development impact, including (but not limited to) gender, social inclusion, climate change, and governance considerations.
- Identify strategic partnerships with other relevant organisations where appropriate to strengthen the technical assistance function; oversee the establishment and management of these partnerships.

**Internal coordination role:**

- Coordinate with the Development Impact Team and the Health, Safety, Environment and Social Team.
- Coordinate with all PIDG companies in the UK, Asia and Africa
- Coordinate with the Finance Team and Risk Team.
- Act as Secretariat to the VGF Panel of Experts.

**Team development and management:**

- Responsible for ensuring that TAF is adequately resourced.
- Responsible for ensuring that all TAF business plans and policies/procedures are up-to-date and compliant with the PIDG Strategy and PIDG OPPs
- Responsible for ensuring that TAF fulfils its reporting requirements to the PIDG and all other internal reporting requirements.
- Oversee management of the TAF staff in London and in country field offices by the TAF Manager.

#### **Corporate functions:**

- Serve as a member of the PIDG Executive Committee (EXCO).
- Be responsible for the oversight of funding, disbursements, repayments of returnable grants etc.
- Responsible for providing timely updates to the EXCO on TAF related matters.
- Act in all circumstances as an ambassador of TAF and PIDG, displaying and demonstrating the highest ethical and moral standards.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- **Leadership:** Able to draw on and apply previous experience and judgement to confidently shape solutions and lead teams into areas that may be outside their current comfort zone.
- **Collaborative:** Able to build strong, lasting relationships with a diverse mix of individuals, partners and businesses and to use these to share ideas and work collectively to resolve issues.
- **Decisive:** Able to review the available information and transparently take a decision, providing clear direction to others and taking full accountability for the consequences.
- **Innovative:** Able to find creative solutions to issues as they arise and to patiently persevere and refine their approach until a resolution is found.
- **Integrity:** Demonstrate the highest levels of professionalism and rigour in all work and act with integrity even when that means walking away from something that might be to personal advantage.
- **Skills & Experience:** The successful candidate must possess the following skills and experience:
  - ✓ Ten years of relevant experience in infrastructure finance in developing countries.
  - ✓ Extensive knowledge of and experience with policy and financing issues related to public-private partnerships and private investment in infrastructure.
  - ✓ Successful experience in designing and implementing technical assistance and subsidies to facilitate private sector infrastructure investment in developing countries.
  - ✓ Demonstrated track record of working in strategic partnership with development community actors, including government officials of developing countries, donors, private sector and civil society groups.
  - ✓ A proven track record of developing teams and the individuals within them.
  - ✓ Strong interpersonal and management skills, and a demonstrated track record of working effectively in interdisciplinary teams in an international environment.
  - ✓ Demonstrated ability to communicate effectively (orally and in writing) with a diverse group of constituencies.
  - ✓ Advanced university degree, or equivalent, in business, finance, economics or a related discipline, would be advantageous.
  - ✓ Must be willing and able to undertake international travel.

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers