



WE ARE HIRING
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CORPORATE SERVICES MANAGER

The Youth Enterprise Revolving Fund (YERF) invites suitably qualified and experienced candidates to apply for the position of Corporate Services Manager. This position reports to the Chief Executive Officer.

Main Purpose of Role

The Corporate Services Manager will oversee the strategic implementation of the organization, project management, risk management and standard operating procedures/systems and ensure they run seamlessly and efficiently, including the development of tools and mechanisms to aid in the monitoring and evaluation of YERF programs.

Summary of Responsibilities

- Provide strategic planning and ensure departmental plans and/or activities align to the strategic objectives.
- Ensure enterprise risk management and compliance standards are upheld by all staff.
- Conduct training on risk management methodologies and best practice for all staff.
- Contribute to the development and implementation of a monitoring and evaluation system to generate regular information related to the progress of YERF projects and operations and conduct detailed risk assessments and mitigation of same.
- Conduct sector surveys/research on opportunities and emerging risks to improve the competitiveness of beneficiary businesses.
- Establish credit/collection management and project goals, monitor/measure performance redirecting activities as required to achieve desired result and with an eye toward continuous process improvement.
- Participate in industry studies and forums that focus on sector risks.
- Contribute to the development of a resource mobilization strategy and subsequent resource mobilization activities.
- Establish strategic partnerships and new initiatives.

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Qualifications and Experience

- Bachelor's degree in Business Management, Finance, Social Science, with a component of Research and M&E; or in a related field. A Master's degree with finance or economic focus (or equivalent professional experience) will be an added advantage.
- Three (3) to five (5) years Enterprise Risk Management (ERM) & Monitoring and Evaluation experience at management level in the private or public sector, and conducting studies or research/evaluation.
- Added advantages: Customer Services Management and policies development, Project management, Credit risk management.
- Experience or working knowledge in finance, banking, markets/credit/treasury.
- Experience in Enterprise risk management.
- Financial, credit management and treasury skills
- Data collection, research and interpretation of data using research software
- Credit review processes and management skills

Desired Competencies

- Attention to details, confidentiality, and integrity
- Respect, Accountability, and professionalism
- Results oriented, ability to work under pressure
- Team-work and multi-tasking
- Service/Customer-driven
- The ability to work independently and deliver high quality work.
- Good communication (verbal, written and report writing), interpersonal and networking skills
- Good Numerical, analytical, strategic thinking and problem-solving skills
- Policies development skills
- Good customer care and stakeholder relationship management
- Leadership and management
- Conflict and resolution management
- Strong presentation skills
- Strong analytical skills

Closing date for receipt of applications is 16th December 2024. Only emailed applications will be accepted.

Written applications clearly stating the position applied for, accompanied by a comprehensive up-to-date Curriculum Vitae with three traceable references, and certified copies of academic certificates, should be emailed to recruitment@yef.co.sz.

Only shortlisted candidates will be contacted. Should you not be contacted by YERF within six weeks after the closing date for submission, please consider your application unsuccessful.