

# West Africa consultant/senior consultant job description

**Location:** London

**Contract term:** Full-time

**Remuneration:** Competitive salary, dependent on experience; eligibility for an annual bonus

## Company profile

Africa Matters Ltd (AML) is an Africa-focused consultancy specialising in strategic advisory and high-level engagement and interventions. Founded in 1997 by a former UK minister for Africa and overseas development, we have 23 years' experience of supporting many of the most prominent private sector investors operating on the continent.

## Job summary

The consultant or senior consultant will play a leading role in supporting AML's clients operating in West Africa. S/he will be responsible for managing complex business intelligence and risk projects, while also supporting our high-level engagement and interventions work in the region. Aside from this regional focus, the consultant or senior consultant will manage and conduct reputational due diligence investigations across all African jurisdictions.

## Responsibilities

- Plan, manage and deliver complex reputational due diligence investigations
- Manage and conduct West Africa-focused business intelligence and risk projects, while also supporting colleagues working on other regions, as required
- Develop and maintain a high level of regional, country, and sectoral expertise
- Build and maintain trusted client relationships, while effectively executing client account management plans
- Proactively identify business development opportunities and work with senior colleagues to develop new client relationships
- Support AML's marketing initiatives through, for example, the production of expert thought leadership
- Network with key public sector stakeholders to build strong, trusted, relationships
- Represent AML at relevant events and provide expert commentary to media outlets

## Requirements

- Bachelor's degree in a relevant discipline, for example, international relations, with a master's degree preferred
- Fluency in English and French
- A minimum of two and a half years' experience of conducting reputational due diligence investigations for private sector clients operating in Africa
- Experience of managing and conducting complex Africa-focused business intelligence and risk projects, particularly those relating to political analysis and/or stakeholder mapping
- Strong knowledge of West Africa's political and commercial dynamics, gained through relevant professional experience and/or having lived or worked in the region
- Existing networks of public and private sector contacts in West Africa, for example, government officials and business executives, and a willingness to proactively expand these networks
- Excellent written and oral communication skills, particularly the ability to write clear and concise client briefings and reports to tight deadlines with minimal guidance
- High levels of dynamism and proactivity, with a 'can-do', self-starter attitude
- An ability to serve clients with the utmost discretion and diplomacy
- Experience in business development, with a genuine enthusiasm for supporting the growth of AML's client base

## Application

To apply to this role, please send a CV and cover letter outlining your suitability for the position to [jobs@africamatters.com](mailto:jobs@africamatters.com). The deadline for applications is 30<sup>th</sup> October 2020.