



Issued on: 19 October 2017

Deadline For Application: 02 November 2017

JOB TITLE: MICROFINANCE CONSULTANT

TYPE OF CONTRACT: Consultant

DUTY STATION: HARARE

ORGANIZATIONAL UNIT: FAO ZIMBABWE

DURATION: 3 MONTHS

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

FAO Zimbabwe is implementing a Livelihood and Food Security Programme (LFSP) which targeting the 126,000 smallholder farmers in selected districts in Zimbabwe. LFSP is managing a rural finance sub component that aims at enhancing access to rural finance for smallholder farmers and Micro, Small and Medium Enterprises (MSMEs). This involves work with Financial Institution such as Bank and Micro Finance Institutions (MFIs) that are involved in providing financial services to the target clients.

The FIs are among others supported through technical assistance to enable them develop or refine financial products, set up economic delivery channels, revise or develop policies and procedure manuals, refine their Management Information Systems and Board, Management and Staff training and mentoring in identified areas with capacity gaps to enhance efficiency and effectiveness in rural financial service delivery.

The consultant will provide capacity building support to an MFI in Zimbabwe. The consultant will be situated at the MFI offices that are located in Harare and will be responsible for providing the capacity building support under the guidance of the Chief Technical Advisor.

Reporting Lines

The MFI Consultant reports to the Chief Technical Advisor LFSP in Zimbabwe.

Technical Focus

The incumbent will provide technical support in terms of capacity building to a selected MFI in Zimbabwe.

Tasks and responsibilities

The consultant will build the capacity of the MFI in the following areas:

- a) Develop a 3 – 5 year business plan, operational plans and budgets
- b) Develop a Finance manual for the MFI and train Management and Staff
- c) Develop a Risk Management policy manual and train Management and Staff
- d) Develop Asset and Liability Management manual and train Management and Staff
- e) Develop Internal Audit manual and train staff
- f) Review the Management Information System (MIS) and advise on how the system can be used to generate the necessary reports.
- g) Develop new products in addition to revising the current products for the MFI to meet the evolving needs of their clients.
- h) Support the Operationalization of the Credit, Human Resource and Governance manuals that have been already developed.
- i) Provide training and mentoring for the Board, Management and Staff in areas where capacity gaps are identified and also cover microfinance best practices.
- j) Facilitate in knowledge sharing and dissemination workshops or any other activities organised by LFSP for stakeholders

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in *Finance, Microfinance, Economics, Commerce, Development studies*
- Minimum 10 years of relevant experience in Finance, Microfinance, Financial sector development, Financial institutional development or capacity building.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Experience in identifying capacity gaps and providing capacity building support to MFIs in Africa.
- Knowledge and experience in MFI corporate governance, business planning, financial management, operations management, product development and risk management.
- Good knowledge and experience of Micro Finance Best practices.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

FAO IS A NON-SMOKING ENVIRONMENT