



ADA is a Luxembourg NGO that plays a leading role in the inclusive finance sector. ADA is a partner of choice to support the autonomous development of populations excluded from traditional financial services.

Project Officer

ADA is recruiting a project officer to strengthen the "Microfinance networks and sector support" team. The successful candidate will primarily be involved in the implementation of project activities with ADA's partner networks and professional associations.

Your responsibilities:

- Manage a portfolio of professional association and sector support projects:
 - Prepare action plans and annual budgets
 - Monitor the implementation of the action plans
 - Provide the necessary technical assistance and/or draw upon external and in-house expertise when necessary (terms of reference, contract, monitoring of activities, etc.)
 - Oversee reporting activities (financial and operational) and the contractual, budgetary and administrative management of the project
 - Monitor partner relations
 - Take part in the steering committees
- Identify and formulate new projects in this field, including responding to calls for tender:
 - Conducting needs analysis
 - Defining intervention strategies
 - Preparing project documents (logical framework, budget, timeframe)
 - Preparing partnership contracts
- Conduct field missions (studies, assessments, etc)
- Contribute to ADA's Research and Development activities in relation to the sector of intervention
- Engage in the unit's strategic reflections

Your profile

- University degree (Master's) in the fields of finance, management, international relations or equivalent
- Minimum of 5 years' experience working in the inclusive finance sector in developing countries
- Experience in network support (MFI professional associations, service provider networks, etc.) and/or in supporting authorities responsible for the inclusive finance sector
- Experience in project management (results-based management)
- Very good command (written and spoken) of French, English and Spanish. Portuguese is an asset
- Communication skills and sense of initiative
- Analysis and summary, option assessment and strategic planning skills
- Ability to work and negotiate in multicultural contexts with a variety of stakeholders
- Excellent writing skills
- Willingness to travel frequently

Permanent contract, based in the city of Luxembourg. Travel to developing countries.

If you are interested in this position and you fit the profile, please send your application with a covering letter by email, for the attention of Sylvie Marquagnies recrutements@ada-microfinance.lu before 7 December 2017.