



ADA is a NGO which plays a leading role in the inclusive finance sector in Luxembourg and internationally. ADA is widely recognized for its work supporting the autonomous development of populations which are excluded from traditional financial services.

## **Project officer – Technical Support for Microfinance Institutions**

You will be joining ADA within the “Technical support for Microfinance Institutions Unit”, with a view to build managerial and product development capacities of the MFIs through the provision of training and technical assistance.

### ***Your responsibilities***

- Participate in the development of a portfolio of new projects aimed at identifying and developing partnerships between MFIs and stakeholders in their environment that strengthen the capacities of existing and potential micro and small entrepreneurs (MSE).
- Ensure the management of a portfolio of support projects for MFIs (financial and social performance, risk management, governance, transparency, etc.)
  - Definition and implementation of the annual actions plans
  - Management of relations with the partners (MFIs, donors, consultants, etc.)
  - Studies (identification, feasibility, evaluation)
  - Undertaking of technical support missions
  - Administrative and budget monitoring (contracts, financial and narrative reporting)
- Participate in the Unit’s strategic orientation
- Participate in the knowledge management and communication activities carried out by the Unit and by ADA in general.

### ***Your profile***

- University degree related to finance, management, economics
- Minimum of 8 years of professional experience in the inclusive finance/microfinance sector and/or non-financial support services to MSE’s in developing countries
- Experience of carrying out technical assistance missions
- Experience in the field of training (will be an asset)
- Experience in project management (Logical Framework, Results-based Management, etc.)
- Excellent knowledge (both written and spoken) of French and English. Spanish would be an asset
- Excellent writing, planning and organisational skills
- Ability to analyse and to summarise; a good team worker; flexibility; ability to learn
- Good negotiation, listening and communication skills
- Good knowledge of the main IT software

The successful candidate will be given a permanent contract based in the city of Luxembourg and will be required to travel to developing countries.

If you are interested in this position and you meet with the requirements of the profile, then please send your application together with a covering letter by email, marked for the attention of Sylvie Marquegnies, to [recrutements@ada-microfinance.lu](mailto:recrutements@ada-microfinance.lu) .The deadline for the submission of applications is 28 february 2018. Please quote the following reference: Project Officer AT.