

TERMS OF REFERENCE

JOB DETAILS

Job title	Project administration Intern
Duration	6-month internship
Location	Midrand, Johannesburg
Purpose	Assist Project Managers, Programme Heads, and Executives with project management and delivery
Line manager	Programmes Project Manager
Remuneration	Monthly stipend of R8000 to cover basic costs

INTRODUCTION

FinMark Trust is an independent non-profit trust with the purpose of ‘Making financial markets work for the poor, by promoting financial inclusion and regional financial integration. We pursue our core objective of making financial markets work for the poor through two principal programmes. The first happens through the creation and analysis of financial services demand side data to provide in-depth insights on both served and unserved consumers across the developing world. The second is through systematic financial sector inclusion and deepening programmes to overcome regulatory, supplier, and other market level barriers hampering the effective provision of services.

Through a symbiotic relationship between rigorous data collection and research activities, these programmes unlock financial and economic inclusion. Our work in data supports a global agenda, with focus being placed in the SADC region on the programmatic work.

FMT's mission of making financial markets work for the poor extends to ensuring economic inclusivity and linking financial inclusion to the real economy. This renewed focus of building inclusive financial sectors for individuals, MSME's, and small-scale farmers is robust and supported within the FMT development framework.

ABOUT THE ROLE

FinMark Trust is committed to skills development and skills upliftment within Financial Sector Development, thereby creating opportunities for graduates and intern students to get practical work experience which will complement their studies, while improving their competence and employability..

The FMT Programmes team is responsible for the design and implementation of projects throughout the SADC region. Our work is focussed on individual countries as well as regionally to support financial and economic integration in the region. The specific areas of intervention include:

- Community Digitisation – to support the creation of an eco-system in rural and peri-urban areas to support economic inclusivity
- Informal Cross Border Traders – improving livelihoods, mainly for women
- Cross Border Remittances – improving the livelihoods of economic migrants and recipients
- Supplier Development – improving livelihoods through the provision of access to markets for MSME and small holder farmers
- Formalisation of informal workers
- Generating Better Incomes – improving livelihoods through the provision of an environment to support grant recipients to move away from grant dependency.

The projects within the Programmes portfolio require both technical and project management skills to ensure timeous delivery of high-quality outputs aligned with impact objectives. The core function of project management involves both project coordination and administration. The intern will support the Programmes Project Managers to ensure all aspects of project planning and implementation are coordinated and documented appropriately.

SCOPE OF RESPONSIBILITIES

Project administration and support:

- Minute taking during project meetings;
- Coordination of meeting schedules and attendees;
- Maintenance of project document filing systems
- Initiate the development of meeting agendas
- Coordination of travel arrangements and bookings
- Maintaining relationships with various stakeholders
- General support for the FMT Programmes project managers

QUALIFICATIONS AND COMPETENCIES

- A minimum of a Bachelor's degree (NQF 7) in a relevant field (Economics, Finance, Public Policy, Banking, International Development)
- Verbal and written communication skills
- Knowledge of Microsoft Excel and Word
- Attention to detail
- Good administrative skills
- Ability to deliver work within a set deadline
- Being able to perform well under pressure

APPLICATIONS

Interested applicants are requested to submit their CV and supporting cover letter to robertj@finmark.org.za by CoB Wednesday 14th September.