



Terms of Reference: Financial Sector Development Internship at FinMark Trust

Prepared by FinMark Trust

Job details

Job title	Programme Intern.
Duration	6–12-month internship
Location	Midrand, Johannesburg.
Purpose	Assist Programme Managers, Programme Heads, and Executives with project management and programme implementation.
Line manager	Programmes Executive and/or Programmes Specialist.
Remuneration	Monthly stipend of R9000 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 to get practical work experience which will complement their studies, while improving their competence and employability.

The FinMark Trust Programmes team is responsible for the design and implementation of projects throughout the SADC region. These projects are designed to support individual

countries and the region towards increased financial and economic inclusion. The specific areas of intervention include:

- Community Digitalisation– to improve the accessibility and use of digital eco-systems 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 income – to enable those employed in the services industry who rely on tips to receive their tips digitally.
- Generating Better Livelihoods for Grant Recipients – establish a process through which grant recipients can access and be linked to economic opportunities thereby improving their livelihoods.
- Regulatory and policy reforms – support the governments of SADC countries develop financial/economic inclusion policies and regulations.

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 internship involves project design, set up & implementation support as well as exposure to technical aspects of the projects.

Scope of responsibilities

Project support

- Conduct research into various technical areas (mobile money, remittances etc) including desktop research and quantitative research analyses.
- Support the development of proposals/concept notes for each thematic area.
- Support the development and co-ordination of Terms of Reference for technical experts.
- Support the development of inception reports.
- Support with stakeholder capacity building.
- Support the preparation of technical materials for workshops, conferences or meetings.
- Support with the writing of technical reports and developing PowerPoint presentations.
- Planning and project managing the implementation of projects with project managers.
- Meet with the Project Manager to review progress and to discuss future steps.
- Support with the identification of any potential issues or risks that could affect the progression of the project.

- Monitor projects activities and implementation budget.
- Arrange meetings, send out relevant meeting information, and attend meetings to take minutes.
- Ensure that project results are made available to the relevant people, providing feedback to project managers, project teams and other staff as necessary.
- Monitor the progress of a project against agreed and documented timelines and budget targets while ensuring appropriate quality standards are maintained.
- Support the writing of articles or blogs on project outcomes.

Qualifications and competencies

A minimum of a bachelor's degree (NQF 7) in a relevant field (Economics, Finance, Public Policy, Banking, International Development)

- Ability to think conceptually.
- A passion for development work and financial sector development specifically.
- A broad understanding of financial markets in SADC.
- An interest in technical area like mobile money, remittances, digitization, supplier development, green finance, regulation etc.
- Verbal and written communication skills.
- Interpersonal skills.
- Microsoft Excel, PowerPoint and Word.
- Attention to detail.
- Ability to deliver work within a set deadline, able to perform well under pressure.
- Project Management /Planning skills.

Applications

Interested applicants are requested to submit their CV and supporting cover letter to phathum@finmark.org.za

Applications will be accepted until **29 December 2023**.

Due to the high volume of CVs expected, only shortlisted candidates will be contacted, possibly only in early January 2024. Candidates will be required to avail themselves to an in-person interview in Midrand, Gauteng, South Africa.