



Terms of Reference

Project Management Support

09/09/2021

Prepared by FinMark Trust

FinMark Trust

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Trustees

C Coovadia (Chairman), EG Matenge-Sebesho,
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1. **About FinMark Trust**

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.

Regionally, FMT works closely with key stakeholders which include the Southern African Development Community (SADC), SADC Banking Association (SADC BA) and the Committee of Central Bank Governors in SADC (CCBG). At country level engagement with key partners at include Central Banks, Ministries of Finance, Ministries of SMME, Treasury Departments and National Statistics Officers.

2. **Job details**

- Job title: Project Management Support
- Duration: 6-month fixed-term contract (with possibility of extension based on performance)
- Location: Midrand, Johannesburg
- Purpose: Assist FMT Programs Project Manager, Program Heads, and Executives to ensure effective project management and delivery.
- Line manager: Programs Project Manager

3. **Key performance areas**

Project Administration

- Provide technical project management support to the SADC FI team on FCDO projects, including but not limited to: Enterprise Supplier Development Program, Informal Cross Border Traders, Cross Border Remittances (including the Migrant Relief Fund), Gender and Integrity
- Planning and project managing the implementation of the pilots, which includes stakeholder management.
- To be responsible for the day-to-day planning and supervision of specific projects

- Support the development of proposals for each thematic area
- Arrange meetings, send out any relevant information, and attend each meeting to take minutes.
- Meet with the Project Manager to review progress and to discuss future steps
- Identify any potential issues or risks that could affect the progression of the project
- Monitor activity and budget implementation
- Ensure the efficient capture and retrieval of complete and accurate project records
- To ensure that project results are made available to the relevant people, providing feedback to project managers, project teams and other staff as necessary
- To monitor the progress of a project against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained
- To liaise with Project Managers to enable appropriate project resourcing

Project Support

- Maintain crucial project documents which track project progress
- Ensure that all documents are accurate and have been accepted by the Project Manager
- Check regularly that every deadline is still possible, and report any potential delays to the Project/Programme Manager
- Maintain project calendar and milestones.
- Supporting the project leads to develop project plans
- Updating contract forecast to support budgeting and forecasting

Financial Administration

- Updating the team's project financial reports
- Coordinating the team's input to project forecasting (revenue and costs)
- Assisting with time management and expenses against projects
- Acting as the link between the Project Management team and Finance team when required.
- Assist in the preparation of fundraising concept notes, proposals

Stakeholder Relations

- Maintaining relationships with various stakeholders.
- Monitor project delivery of all stakeholders to achieve deadlines.

4. **Qualifications and experience**

- A minimum of a bachelor's degree (NQF 7)
- A minimum of 5 years project management experience

5. **Core competencies**

- Computer literacy (particularly Microsoft Suite)
- Planning skills
- Negotiation skills
- Interpersonal skills
- Leadership and Management skills
- Project Management
- Administration Skills
- Verbal and written communication
- Strategic thinking

- Strategy implementation
- Financial Management

6. **Contact**

Interested applicants are requested to submit their CV and supporting cover letter to robertj@finmark.org.za by Monday 20th September (4pm).

If no communication has been received from FMT after 1 month of your submission, please consider yourself as unsuccessful.