



More than 20 years of  
making financial markets  
work for the poor

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## Terms of Reference

### Project Administration Internship

An exciting 6-12-month opportunity is now available.

Prepared by FinMark Trust

## JOB DETAILS

<b>Job title</b>	Project Administration Intern
<b>Duration</b>	6-12-month internship
<b>Location</b>	Midrand, South Africa
<b>Purpose</b>	Assist FMT Programmes Project Manager, Program Heads, and Executives with the planning and management of projects
<b>Line manager</b>	Programmes Project Manager

## 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 ecosystems 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 providing administrative and project management support to assist with the design, implementation, and delivery of projects.

## SCOPE OF RESPONSIBILITIES

### 1. Project Administration

- Provide project administration and coordination support to the FMT Programmes team
- Coordination and management of diaries, scheduling of internal and external meetings
- Maintain accurate minutes and meeting records of external and internal project meetings
- Coordinate and communicate project activities, updates, deliverables and next steps with both external stakeholders and internal project teams
- Support the development of relevant meeting documents (agendas, briefs, meeting summaries and progress reports) and circulate these prior to meetings
- Support project leads in the development of project plans, and effectively communicate roles, responsibilities, and associated timelines for delivery.
- Monitor and coordinate the implementation of projects against project plans, ensuring appropriate quality standards are maintained
- Identify any potential issues or risks that could affect project implementation
- Maintain project plans and project dashboards to reflect progress, next steps, responsibilities and deadlines
- Maintain accurate project documents storage using the FMT SharePoint system
- Support the linkages between the Programmes team, and the KM/Comms and Data teams.
- Coordinate and support the development of concept notes, MoUs, terms of references and tender documents

### 2. Financial Administration

- Coordinate inputs to project expenditure and forecasting
- Acting as the link between the Project team and Finance/Ops team when required.

### 3. Stakeholder Relations

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

## QUALIFICATIONS AND COMPETENCIES

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

- Computer literacy (particularly Microsoft Office Suite)

- Administration skills
- Project Management and planning skills
- Interpersonal skills
- Verbal and written communication
- Attention to detail
- Ability to deliver work within a set deadline

## APPLICATIONS

Interested applicants are requested to submit their CV and supporting cover letter to [robertj@finmark.org.za](mailto:robertj@finmark.org.za) by CoB Friday 17<sup>th</sup> May 2024.

Due to the high volume of CV's expected, only short-listed candidates will be contacted. Candidates will be required to avail themselves for an in-person interview in Midrand, Gauteng, South Africa.

