



Terms of Reference

Data and Analytics Internship

16 May 2023

Prepared by FinMark Trust

An exciting internship opportunity has arisen within FinMark Trust (FMT), an independent trust with the focal purpose of making financial markets work for the poor by promoting financial inclusion and regional financial integration. FMT has been a data pioneer in financial inclusion since 2003. The intern should be highly driven, with a passion for research, data analysis, data management, and reporting, with high levels of curiosity for solving complex problems in data and research. The successful candidate will work closely with the Executive of Data and Analytics on different research projects and other research activities. It is expected that the intern will support other Data and Analytics team members.

The internship is based in Midrand, South Africa:

- Title:** Data and analytics intern
- Reporting line:** Executive: Data and Analytics or Any designated senior Data and Analytics Specialist
- Qualifications:** Bachelor or Honours degree in Data Science, Statistics, Demography, Commerce, Economics, or other related fields of study.

Responsibilities of this role:

The role of the intern would be to provide dedicated support to the activities of the Data and Analytics team especially the implementation of FinScope surveys (i.e. survey design, data management, data analysis and report writing). Additionally, in the data management process, the intern is required to keep an audit trail of the codes/syntaxes used. This role will include support to research teams where needed, limited desktop-based research, copy-editing, structuring of information and data into a clear and usable format; contributing to project outcomes and findings through critical analysis; and report writing. If you recently or currently completing a BSc Honours or Masters degree in Statistics or related fields (such as Applied/Mathematical Statistics, Data Science, Mathematics, Economics, or Demography) and you are interested in obtaining work experience, you are strongly encouraged to apply.

We are looking for a candidate with the following important attributes:

- Attention to detail and organisational skills;
- Advanced English language skills (verbal and written);
- Good writing and presentation skills;

- Proficiency in MS Office applications;
- Demonstrated interest in Data Science, Mathematical Statistics, the field of development Economics and financial sector development or any relevant field;
- Good quantitative and analytical skills;
- A strong interest in research-related activities;
- Good interpersonal skills and the ability to work independently and as part of a team;
- The ability to manipulate large, complex data sets into manageable, understandable reports;
- Proficiency in Statistical packages – SPSS (preferred), STATA or R. FMT uses SPSS as its official software for data analysis.

Remuneration:

The internship package will be structured as follows:

- Working hours will be no more than 40 hours per week, limited to a maximum of 160 hours a month.
- The internship stipend will be negotiated depending on the experience and qualifications.

Skills and Competencies:

- Results-oriented and team player
- Ability to work independently and work under pressure at times
- Strong oral and written communications skills
- Good interpersonal skills
- Minimum experience in research but willing to learn new skills preferably in the not-for-profit, research, or academic sector
- Experience in applied research or data management may be advantageous.

About FinMark Trust:

FinMark Trust (FMT) is an independent trust established in 2002 with the objective of making markets work for the poor. Initial core funding was provided by UK Aid from the Foreign, Commonwealth & Development Office (FCDO) (formerly Department for International Development (DFID)) through its Southern Africa office. FCDO continues to fund different work related to financial inclusion in the region through FMT and its financial sector deepening (FSD) network. Additional funders have subsequently supported FMT, including the UNCDF, the Bill & Melinda Gates Foundation, the MasterCard Foundation as well as private and public institutions at the country level. FinMark Trust's

business is managed by a board of trustees, all from countries in Southern Africa. Its purpose is 'Making financial markets work for the poor, by promoting financial inclusion and regional financial integration'. It does this by conducting research to identify the systemic constraints that prevent financial markets from reaching these consumers and by advocating for change based on research findings. Thus, FMT plays a catalytic role, driven by its purpose to start processes of change that ultimately lead to the development of inclusive financial systems that can benefit all consumers. Refer to www.finmark.org.za for more information. Refer to FinScope surveys for examples of the surveys that FMT implements.

Contact details:

Contact person: Dr Kingstone Mutsonziwa

E-mail address: kingstonem@finmark.org.za

Office number: 011 315 9197

Interested candidates can forward their CVs and a cover letter to marlenee@finmark.org.za before **15 June** and the successful intern should be able to start immediately. All suitably qualified applicants are encouraged to apply. Preference will be given to young (18-35 years), Black, Coloured and Asian/Indian female applicants. Please use *Internship for Data and Analytics* in the email subject line.