

JOB DESCRIPTION

JOB TITLE	PROGRAM MANAGER		GRADE	6
ABOUT THE ORGANISATION	<p>Established in 2021, FSD Ethiopia (FSDE) is an agency dedicated to fostering the development of accessible, inclusive, and sustainable financial markets for economic growth and human development.</p> <p>As a market facilitator, FSD Ethiopia supports market actors in addressing the root causes of financial system failures. Our primary focus is on achieving accessible, inclusive, and sustainable, thereby supporting Ethiopia’s long-term development objectives.</p> <p>Our key responsibilities include identifying the underlying causes of financial system failures, facilitating collaboration among market actors to overcome these challenges, and actively contribute to the establishment of a functional and efficient financial sector that benefits a broad range of individuals and businesses in Ethiopia.</p> <p>Our overarching vision is to contribute to the establishment of a thriving financial system that brings tangible value to the broader economy and the people of Ethiopia. We are committed to reducing poverty by strengthening Ethiopia’s financial markets and addressing the most persistent challenges they face - such as the lack of long-term finance, particularly in local currency, and inadequate risk management capacity.</p> <p>FSD Ethiopia collaborates with various stakeholders in the financial sector - including the government, private sector, civil society organizations, and other development partners in the areas of financial inclusion, access to capital, and climate finance. FSD Ethiopia’s interventions are closely aligned with national and regional policies as well as priorities for financial sector reform.</p> <p>Aligning with the national economic reform agenda, FSD Ethiopia’s work centred around three thematic areas across the financial sector landscape.</p> <ol style="list-style-type: none"> 1. Financial inclusion: Driving increased access, usage, and quality of financial services for individuals, households, and MSMEs - including savings, payments, credit, insurance, and investment. 2. Access to capital: Expanding access to and breadth of efficient long/short-term financing options for private businesses of all scales, and the public sector, including equity, bonds, working capital, etc. 3. Climate finance: Mobilizing domestic and international capital to fund climate adaptation and mitigation projects and needs of government, businesses, and households, such as green bonds, carbon credits, and insurance. 			
REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	DFS LEAD, FSD Ethiopia		
	REPORTS INDIRECTLY TO	NBE- TBD		
	DIRECT REPORTS	Technical Leads		
	INDIRECT REPORTS			

<p>OVERALL, JOB PURPOSE</p>	<p>The Project Manager Lead will be responsible for providing strategic leadership for the office. This lead will be responsible for leading the successful implementation of the program, including planning, and setting up the Project Management Office, defining project needs, timelines, and deliverables, coordinating resources, leading project teams through implementations, monitoring and reporting on progress, and making adjustments as required to ensure successful project delivery.</p>
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KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

1. Program Management

- Provide strategic leadership to the PMO office in the implementation of NFIS II, aimed at enhancing the growth and inclusiveness of Ethiopia's financial sector.
- Lead the development of a work plan, activities, targets, budget, and standards for measuring progress and results. Determine the processes, tools, and methodologies to be used to ensure effective and efficient program implementation and operations.
- Execute and lead project management processes and activities to support effective and efficient project management practices.
- Lead the implementation of initiatives outlined in the strategy, incorporating new thinking across the field. Take into consideration emerging issues and engage with the international financial sector development community to bring global best practices and key innovations.
- Proactively engage with relevant stakeholders in the implementation of the NFIS strategy.
- Lead and provide support to key staff in the development of the PMO office's annual operations, ensuring that all activities are planned, budgeted, and aligned with the strategy.
- Review project process steps and adhere to project standards to mitigate issues and deliver according to the defined scope, schedule, and budget.
- Define, disseminate, and track project milestones and success criteria.

2. Leadership & Empowerment of the Team

- Lead and build a PMO office team that is fully engaged and committed to delivering the overall objectives of the office. Drive the development and execution of the overall people strategy and systems.
- Build an effective and coordinated team that is aligned with shared strategies and values. Troubleshoot any team working challenges, conflicts, or performance bottlenecks.
- Manage the team towards high-performance standards through clear roles and responsibilities and provision of appropriate support. Proactively address performance issues through timely constructive feedback, coaching, and appropriate corrective action.
- Ensure that staff are managed in accordance with good HR management practices and are provided with a safe and conducive working environment. This includes ensuring that all legal and statutory obligations are fulfilled.

3. Strategic Relationship Management

- Build relationships with key actors and ensure the development and implementation of influencing strategies and interventions.
- Build strong partnerships and collaborate with stakeholders to develop a comprehensive project scope and plan, ensuring technical feasibility, specifying required deliverables,

identifying resource requirements, relevant participants, budgets, milestones, and timelines.

- Communicate accurate and timely reporting updates to stakeholders regarding projects, activities, and issues.
- Monitor and assess resource needs during project cycles, submit additional requests for approval, and make the appropriate adjustments as necessary.
- Lead the development and implementation of a comprehensive advocacy and communications strategy that will result in transformative change.

PERSON SPECIFICATIONS

Qualifications and Education

- Master's degree from a recognized learning institution in Business, Banking and Finance, Development Studies, Economics, or any other relevant subject.
- Relevant further degrees or professional qualifications are an advantage.
- Fluent in written and spoken English

Essential Experience, Knowledge, and Skills

- At least 15 years of working experience in promoting access to finance, either in or with the financial sector, with a strong focus on inclusive finance and financial sector development. Possess extensive knowledge and project management experience, including planning, coordination, monitoring, and execution skills.
- Excellent communication skills, both verbal and written, leading to an ability to influence and persuade others. Ability to liaise convincingly at a senior management level.
- Demonstrated track record of rigorous project conceptualization and management skills, as well as a proven track record of achieving results.
- Experience working in multi-stakeholder programs and projects, and collaborating with various partners to ensure the success of a program/project.

Desirable

- Experience of working in a multi-cultural environment

COMPETENCIES

- Demonstrate high levels of integrity
- Ability to operationalize short term plans, programs and budgets developed at the strategic and senior management level
- Ability to implement plans, programs, SOPS, and coordination of workflows
- Interpersonal and leadership, people management skills
- Project management and implementation skills
- Formal presentation skills
- Ability to write complex reports and proposals
- Analytical skills.
- Problem-solving skills.

- Demonstrated strategy skills and capacity to conceptualize, structure and supervise projects/programs.
- Ability to build personal and institutional relationships and networks.
- Fluency in both English and Amharic working languages is required.

How to Apply:

Interested applicants who meet the above requirements should submit their application letter and CV, clearly stating the position "PROGRAM MANAGER" for which you are applying, to jobs@fsdethiopia.org before May 10, 2024.

Female candidates are highly encouraged to apply.

Only shortlisted candidates will be contacted.

Note: FSD Ethiopia is an equal opportunity employer, and candidates from all backgrounds, including religion, ethnic groups, qualified women, and people living with disabilities, are encouraged to apply.