

Financial Market Coordinator

Job Title:	Financial Market Coordinator
Grade:	5
Department:	Programmes
Reports to:	Financial Market Pillar Lead
Direct reports:	None
Job Purpose	
<p>The job holder is responsible for the smooth running of projects and general administrative functions within their assigned pillar (s). This role will directly support the pillar leader and key partners we work with to ensure timely and high-quality assistance. The Financial Market Coordinator will collaborate with the Financial Inclusion team and Climate Finance team to ensure all documentation is accurately organized and stored. They will also help maintain the pace of project planning and implementation.</p>	
Key Responsibilities / Duties / Tasks	
<p>Key Responsibilities:</p> <ul style="list-style-type: none">• Participate in the development of program strategies and contribute to the design and development of specific program interventions relevant to financial markets.• Assist in identifying and developing a portfolio of implementing partners and projects that collectively impact financial markets positively.• Support the development of terms of reference for engaging external resources or consultants to assist in implementing financial markets projects.• Prepare concept notes and proposals for the Investment Committee (IC) and board as needed.	

- Support in updating and archiving risk assessments for the financial markets pillar portfolio of projects.
- Assist in coordinating the Pillar's contribution to program design and implementation, ensuring effective management of the pipeline and portfolio under the financial markets.
- Support implementing special (pre-mainstream, exploratory, or innovative) projects within the financial markets pillar.
- Build and maintain relationships with implementing partners, consultants, and other stakeholders to ensure effective project implementation.
- Develop resourcing plans and budgets for respective projects, including negotiating and monitoring budgets.
- Coordinate with the finance team to process payments, ensure proper budget utilization and reconciliation of program budgets.
- Liaise with Procurement to monitor procurement plans for respective projects to ensure effective management of external resources.
- Collaborate in preparing periodic program updates to the IC, funders, partners and stakeholders, including periodic reports and lessons learned.
- Ensure collection of quantitative and qualitative data from project stakeholders, in accordance with the project plan and MRM framework; follow up as necessary to ensure accuracy and completeness.
- Ensure project measurement and intervention outputs/milestones achievement trackers are updated quarterly.
- Liaise with the MRM team to collate, analyze, and use quantitative and qualitative data and work with the Communications & Advocacy team to ensure effective dissemination.
- Support in monitoring, results management, and learning for projects being implemented; ensure objective analysis of results and appropriate corrective actions.

- Assist in maintaining the financial markets database, including key financial sector trends, risks, and opportunities to inform knowledge products and presentations.
- Support financial markets knowledge management activities, such as developing blogs, research notes, etc.
- Liaise with the gender team to integrate gender in program strategies and design targeted initiatives to promote women's participation and leadership in the financial markets.
- Work with the gender team to incorporate gender-disaggregated data and gender-specific insights into the financial markets database to inform knowledge products and presentations.
- Collaborate with the gender team in integrating gender into the monitoring, evaluation, and learning processes to assess differential impacts on women and men.

Academic and Professional Qualifications

- Master's or bachelor's degree in Economics, Finance, Commerce, Accounting, or relevant field
- Relevant professional qualification in Project Management is desirable

Experience

- At least five (5) years of relevant experience
- Experience and understanding of NGO regulations and policies
- Experience in managing processes and analysing information
- Relevant experience in financial markets, program management, or related areas.
- Experience in mainstreaming gender into programs

Skills / Competencies

- Strong analytical and problem-solving skills

- Excellent communication and interpersonal skills
- Ability to manage multiple tasks and projects simultaneously
- Proficiency in Microsoft Office Suite and relevant data analysis software
- Strong organizational skills and attention to detail
- Ability to work collaboratively in a team environment
- Demonstrate high levels of integrity
- Quality work output, contribution to team success, Initiate action, applied learning
- Ability to communicate both internal and external stakeholders
- Project management skills
- Formal presentation skills
- Strong writing skills

How to Apply: Interested applicants who meet the above requirements should submit their cover letter and CV, clearly stating the position "FINANCIAL MARKET COORDINATOR" for which you are applying, to jobs@fsdethiopia.org before the end of the business day on July 5, 2024. Female candidates are highly encouraged to apply. Only shortlisted candidates will be contacted.

Note: FSD Ethiopia is an equal opportunity employer and welcomes applications from all backgrounds.