

Title: Intern – Program Support

Reports to: Program Assistant

Required No: One (1)

Duration of assignment: Three month with possibilities of extension

Position Overview:

FSD Ethiopia is a local development agency that aims to support the development of accessible, inclusive, and sustainable financial markets for economic growth. FSD Ethiopia was officially established in May 2022 with the aim of identifying the underlying causes of financial system failures, facilitating market actors to address these constraints, and helping build a functional and effective financial sector that generates economic gain for Ethiopians. FSD Ethiopia was established with funding from FCDO and the Gates Foundation to strengthen the country's financial sector.

FSD Ethiopia is seeking a dynamic and motivated intern to join our team for a three-month internship. This position offers a unique opportunity to contribute to FSD Ethiopia's mission by providing support to the Program Team and the Resource Mobilization & New Business Development Team. The intern will assist in program coordination activities, data management, email correspondence, documentation, stakeholder communication, research, and proposal development processes. This role offers an excellent opportunity to gain hands-on experience in program management, partnership development, donor engagement, and organizational operations within the development sector.

Key Responsibilities:

Research and Analysis:

- Support the Program Team in coordinating program activities, including scheduling meetings, following up on action points, and maintaining activity trackers.
- Assist the Resource Mobilization & New Business Development Team in preparing proposals, concept notes, presentations, and donor engagement materials.
- Manage and maintain accurate records, databases, and program-related information to ensure data quality and accessibility.
- Support email correspondence and communication with internal teams, partners, consultants, and external stakeholders.
- Organize, file, and maintain project documentation, reports, contracts, and other relevant records.
- Conduct desk research and gather information to support business development opportunities, donor mapping, and partnership initiatives.
- Assist in tracking funding opportunities and compiling relevant information for proposal development processes.
- Support the preparation of meeting agendas, minutes, and follow-up actions.
- Contribute to stakeholder engagement activities, including coordination of meetings, workshops, and events.
- Provide general administrative support to the Program and New Business Development teams as required.
- Ensure adherence to organizational policies, procedures, and confidentiality requirements when handling information and documentation.

Qualifications:

Bachelor's degree (completed or final-year student) in Business Administration, Management, Economics, Development Studies, International Relations, Communications, Marketing, or a related field.

- Strong interest in development finance, program management, resource mobilization, partnership development, and donor-funded programs.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Good data entry and record management skills with attention to detail and accuracy.
- Ability to conduct research, analyze information, and present findings in a clear and concise manner.
- Strong interpersonal skills and ability to work effectively in a team environment.
- High level of professionalism, integrity, and confidentiality.
- Self-motivated, proactive, and eager to learn in a fast-paced work environment.

Compliance to FSDE policies

FSD has a Staff Code of Conduct, Safeguarding and other Policies, which have been developed to ensure the maximum protection of program participants. Any candidate offered a job with FSD will be expected to adhere to these policies and other FSD and Donor policies.

FSD Ethiopia is equal opportunity employer and hence candidate from all background: religion, ethnic group, qualified women, and people living with disabilities, etc are all encouraged to apply.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their interest and qualifications for the position to jobs@fsdethiopia.org by or before close of business October 2, 2026.

Only shortlisted candidates will be contacted.