FSD Ethiopia

Open position
Programme Officer, Financial Markets

About the Job

The Programme Officer, Financial Markets, provides programme coordination and administrative support for FSD Ethiopia's financial markets development initiatives. The role supports project planning, implementation, monitoring and stakeholder engagement in line with FSD Ethiopia's strategic goals.

The Programme Officer tracks deliverables, budgets and timelines; follows up agreed actions; maintains project records; and supports stakeholder engagement, reporting and knowledge-sharing across the portfolio.

Reports to : Director, Financial Markets

Responsibilities

- Support the Director, Financial Markets in the development of a pipeline of potential projects, conducting desk reviews and contributing to concept notes as requested.
- Contribute to the development of detailed project plans, ensuring clear timelines, deliverables, resource allocations, and compliance with internal approval processes for each initiative.
- Assist with onboarding new projects by contributing to procurement planning, terms of reference development, partner due diligence, and contracting.
- Collaborate with the grants, finance, and procurement teams to ensure seamless project setup, adhering to all necessary compliance and operational requirements.
- Maintain project tracking tools and monitor work plans, budgets and procurement schedules; flag risks or delays to the Senior Programme Officer and Director, Financial Markets.
- Support the day-to-day coordination of assigned projects and follow up with internal and external stakeholders on agreed actions and timelines.
- Support regular project check-ins with implementing partners, record progress against work plans and flag emerging issues.
- Support the Director, Senior Programme Officer and Technical Leads in problem-solving and adaptive management, ensuring that projects remain responsive to changes in Ethiopia's financial markets ecosystem.
- Track project documentation, deliverables and financial reports and follow up to support timely submission and in compliance with FSD Ethiopia and donor standards.
- Support learning reviews and project reflection sessions, identifying key insights and ensuring continuous improvement in implementation.
- Work closely with the Development Impact team to ensure that appropriate performance indicators are identified and tracked for all Financial Markets projects.

Responsibilities

- Follow up with implementing partners on the submission of quantitative and qualitative data and support basic analysis and reporting.
- Participate in field visits and stakeholder consultations and document progress, feedback and operational issues.
- Support the documentation of lessons learned, ensuring that insights are incorporated into future project design and decision-making.
- Contribute to the preparation of annual review, impact reports and presentations, ensuring clear and compelling communication of project achievements.
- Maintain a stakeholder mapping and contact database, tracking key Financial Markets actors - including government entities, implementing partners, funders, and other influential individuals or groups - and their roles in project implementation.
- Coordinate communications and meeting arrangements with stakeholders under the guidance of the Senior Programme Officer and Director.
- Lead the logistical preparation for regional and national Financial Markets forums, major events, and conferences; ensuring that FSD Ethiopia's leadership can focus on achieving strategic outcomes because administrative matters are fully covered.
- Support the Director and Senior Programme Officer in resource mobilisation, including conducting research on funding opportunities and assisting in the preparation of grant proposals.
- Ensure that stakeholder engagement activities are documented and reported, tracking progress on partnerships and collaboration efforts; circulate minutes or reports as requested.
- Contribute to the preparation of progress reports, board updates and donor reports, ensuring clarity, accuracy, and adherence to reporting guidelines.
- Work with the Communications & Advocacy team to produce knowledge products, including case studies, blogs, and success stories showcasing project achievements.
- Coordinate internal project meetings, learning events, and stakeholder workshops, ensuring that discussions are well-documented and follow-up actions are implemented.
- Ensure that FSD Ethiopia's internal knowledge management systems are kept up to date with key project documents, lessons learned, and best practices.
- Provide logistical and content support for FSD Ethiopia's public engagement activities, including conferences, webinars, and panel discussions.
- Support compliance with FSD Ethiopia's financial, procurement and donor accountability policies and maintain complete project records.
- Identify and flag project implementation risks and support quarterly updates to the Financial Markets Pillar risk register.

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Responsibilities

- Track project expenditure against budget and flag variances to the Senior Programme Officer and Director. Assist in the procurement of consultants and service providers, ensuring that contracting processes align with FSD Ethiopia's due diligence standards.
- Provide requested project documentation for internal and external audits and follow up assigned corrective actions.

Qualifications & Experience:

- Bachelor's or Master's degree from a reputable university.
- Certification in Project Management (e.g., PMP, PRINCE2, or equivalent) is an advantage.
- Additional capital market / investment certification is an advantage.
- For Bachelor at least four (4) years of experience or for Master's degree at least two (2) years of experience in project coordination or programme support, preferably in a market systems development context; at least one (1) year of relevant experience in financial market development
- Demonstrated experience supporting projects, meeting deadlines and maintaining accurate project records.
- Experience using project data and evidence to support implementation and reporting.
- Experience working with government institutions, financial service providers, development agencies, or regulatory bodies is an advantage.
- Fluency in English and Amharic (spoken and written)

Job Related Skills and Knowledge:

- Understanding of financial markets, capital market development, and investment facilitation in Ethiopia.
- Good project coordination skills, with the ability to organise and track activities across multiple workstreams.
- Working knowledge of monitoring, evaluation and adaptive management approaches.
- Financial literacy and basic budgeting skills, including expenditure tracking.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and project management tools; familiarity with M&E systems is a plus.

How To Apply

Interested applicants who meet the above requirements should submit their cover letter and CV, clearly stating the position ("Programme Officer, Financial Markets") for which you are applying, to jobs@fsdethiopia.org before the end of the business day on December 04, 2026. Female candidates are highly encouraged to apply.

Only shortlisted candidates will be contacted.