FSD Ethiopia

Open position
Senior Programme Officer, Financial Markets

About the Job

The Senior Programme Officer, Financial Markets, provides essential project management, coordination, and administrative support to ensure the smooth execution of FSD Ethiopia's financial markets development initiatives. The role focuses on maintaining project momentum by supporting planning, implementation, and stakeholder engagement processes, ensuring that all activities align with FSD Ethiopia's strategic goals.

The Senior Programme Officer plays a key role in tracking key deliverables against project budget and timeline, trouble-shooting any roadblocks, and supporting knowledge-sharing efforts. By supporting implementation of the pillar's relationship management and communications strategies, the role enhances FSD Ethiopia's ability to drive systemic change.

Reports to : Director, Financial Markets
Supervises : Consultants engaged on projects

Responsibilities

- Support the Director, Financial Markets in the development of a pipeline of potential projects, conducting desk reviews and developing concept notes as requested.
- Support 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 and update project tracking tools, monitoring work plans, budgets, and procurement schedules, and escalate risks or bottlenecks to the Director, Financial Markets with proposed solutions.
- Oversee the day-to-day management of assigned projects, coordinating internal and external stakeholders to ensure timely and quality execution.
- Conduct regular project check-ins with implementing partners, verifying that activities align with agreed work plans and that any emerging challenges are promptly addressed.
- Support the Director and Technical Leads in problem-solving and adaptive management, ensuring that projects remain responsive to changes in Ethiopia's financial markets ecosystem.
- Ensure that all project documentation, deliverables, and financial reports are submitted on time and in compliance with FSD Ethiopia and donor standards.

Responsibilities

- Facilitate learning reviews and project reflection sessions, identifying key insights and ensuring continuous improvement in implementation.
- Work closely with the Monitoring & Evaluation (M&E) team to ensure that appropriate performance indicators are identified and tracked for all Financial Markets projects.
- Ensure that implementing partners collect and submit high-quality quantitative and qualitative data, supporting analysis and reporting.
- Conduct field visits and stakeholder consultations to assess project progress, gathering first-hand insights into impact and operational challenges.
- 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.
- Act as a liaison between FSD Ethiopia leadership and key stakeholders, ensuring effective communication and seamless coordination of engagements.
- 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, Financial Markets 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.
- Support 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.

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Responsibilities

- Ensure compliance with FSD Ethiopia's financial, procurement, and donor accountability policies, supporting the team in maintaining audit-ready records.
- Identify and flag potential risks in project implementation, working with senior management to put in place mitigation measures; includes maintaining and updating the Financial Markets Pillar risk register on a quarterly basis.
- Monitor project expenditure against budget, ensuring that financial resources are utilised efficiently and that necessary adjustments are made proactively.
- Assist in the procurement of consultants and service providers, ensuring that contracting processes align with FSD Ethiopia's due diligence standards.
- Cooperate with both internal and external audits, ensuring that auditors are provided with all requested documentation; ensure timely implementation of any 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 Seven (7) years of experience or for Master's degree Five (5) years of experience in project coordination or programme management, ideally in a market systems development context; at least 2 years related experience in financial markets development
- Demonstrated experience in managing multiple projects simultaneously, with a proven ability to meet deadlines and handle complex workflows.
- Experience applying evidence-based decision-making to refine strategies and improve programme effectiveness.
- 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:

- Strong understanding of financial markets, capital market development, and investment facilitation in Ethiopia.
- Strong project management skills, with the ability to plan, coordinate, and track activities across multiple workstreams.
- Strong knowledge of emerging trends in development impact management, including best practices in monitoring, evaluation, and adaptive management to ensure projects achieve intended results.
- Financial literacy and budgeting skills, with experience in resource planning and 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 ("Senior Program 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.