



## Terms of Reference

### Program Officer

#### About MISFA

The Microfinance Investment Support Facility for Afghanistan (MISFA) was set up in 2003 at the invitation of the Afghan government – to get donor coordination right from the start and avoid the counter-productive efforts that have emerged from conflicting donor objectives in other post-conflict situations. It was established as a vehicle through which the Afghan Government and international donors could channel technical assistance and funding to build Afghanistan’s microfinance sector. MISFA was the first facility of its kind, pooling diverse donor funding mechanisms and converting them into streamlined, flexible support to microfinance institutions in Afghanistan, tailored to local priorities and accompanied by technical assistance and strong performance monitoring.

MISFA’s mission is to contribute to Afghanistan’s economic growth by developing a viable, inclusive financial sector for the poor, and the underserved small and medium enterprises.

#### Position Summary:

The Program Officer will be part of MISFA’s Program team and will report to the program Director.

#### Main duties and responsibilities

The Program Officer will:

- Conduct the surveys and research assignments. This shall be included but not limited to the development of the work-plan, field visits and interviews of survey respondents and drafting research proposals and reports.
- Draft concept notes and funding proposals for submission to the donors as requested by management.
- Assist in on-going program design and implementation of the institution in order to maximize impact and achieve the objectives.
- Draft high-quality and timely periodic program progress reports, along with detailed financial analysis, to the management and donors to provide a detailed insight on the program progress. Provide ad-hoc reports as per need.
- Keeping a track of the deliverables and targets of the projects and ensuring compliance issues are being met.

- Take active role in preparing the budget and the work plan of the institution.
- Keep a track of the budget of the institution and donor-funded projects and ensure proper and effective utilization of the funds.
- Assist the Finance Department in preparing the yearly budget for all the donor funds.
- Assist the Program Director to manage relationships with different donors and other stakeholders.
- Perform other required activities as directed by the supervisor.

### **Essential Skills, Experience and Qualifications**

- Bachelor's degree in business administration, economics, social science, finance or development studies from a recognized university is required. Master's degree in similar fields will be preferred.
- At least three years of practical experience in managing community-based projects/programs, specially related to microfinance, in an international or national public or private sector organization.
- Ability to respond effectively to deadlines and high pressure situations;
- Proven experience of contract administration and financial management would be desirable.
- Ability to use initiative and work with limited supervision;
- Willingness to travel to different provinces, districts and villages of Afghanistan where programs are being implemented.
- Good communication skill.
- Excellent report writing skills in English and in Dari/Pashto.
- Proficiency in computer applications including MS Word, Excel, PowerPoint and familiarity with research software.
- Should have excellent leadership and team building skills, and able to work in a multicultural environment.

### **Reporting Responsibilities**

The Program Officer will report to the Program Director

**Submission Guideline:**

Interested candidates should submit their CVs by e-mail with the subject “Program Officer” to [jobs@misfa.org.af](mailto:jobs@misfa.org.af) by or before December 06, 2023.

Due to the expected large number of applications, only shortlisted candidates would be contacted.

**Submission Email:**

[jobs@misfa.org.af](mailto:jobs@misfa.org.af)