



## JOBS DESCRIPTION

### Manager – Administration and Relationships

#### 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 Manager, Administration and relationships will be responsible for maintaining the relationship with government agencies and microfinance institutions (MFIs) and administration aspects of MISFA to ensure efficient use of resources and smooth operations, including but not limited to procurement, facilities management, telecommunications, security, shipping/receiving, transportation, staff travel arrangements, etc.

#### Duties and Responsibilities:

Specific duties and responsibilities include but not limited to the following:

- Builds and maintains a positive perspective of MISFA and Afghanistan microfinance industry with the Government of Afghanistan and related governmental entities.
- Coordinates with relevant ministries and government entities at national and provincial levels on all MISFA and microfinance sector related issues.
- Maintains the relationship of MISFA with microfinance institutions (MFIs) and provide support to these institutions on various government issues as required.
- Coordinates legal awareness efforts for MISFA and related MFIs and ensures access to appropriate support for legal issues.
- Supervises administrative staff, coordinates and monitors implementation of organizational systems, policies and procedures.

- Maintains a safe and secure work environment and conducts regular security awareness sessions for all MISFA staff.
- Manages the maintenance of MISFA office premises and facilities.
- Conducts regular inventory of MISFA fixed assets, maintains and updates fixed assets register, controls the use and movements of non-expandable property.
- Manages all procurement activities of MISFA in coordination with relevant departments.
- Oversees transportation services, including vehicle maintenance, movements and drivers' work schedule.
- Coordinates travel arrangements for MISFA staff, including review of travel authorization, purchase of air tickets, making hotel reservations, etc.
- Preparation of overall procurement plan of MISFA and monthly update of the procurement plan.
- Ensure all necessary steps are taken for timely implementation of the procurement packages according to the procurement plan.
- Coordinate the preparation of specifications for goods and works contracts and the terms of reference for the procurement of consultant services – both individual consultants and firms.
- Prepare bidding documents, advertisements, convene bid evaluation meetings, and prepare bid evaluation minutes, bid opening minutes and all other bid and consultant selection procedures according to the MISFA Procurement Guidelines
- Providing technical support and guidance in all aspects of procurement, including preparation, updating and implementation of procurement planning, in accordance with the National Procurement Law and applicable World Bank Guidelines on procurement and selection of consultants as described in the project documents, and/or the Grant Agreement.
- Ensuring quality procedures, transparency in all actions, plans, processes and trouble shooting of procurement issues in accordance with the applicable MISFA Procurement Guidelines /Afghanistan Procurement Law.
- Developing systems to train and transfer procurement skills to counterparts involved in MISFA projects.
- Ensuring the maintenance of a proper filing system for all relevant projects procurement documents, and preparing reports and documents for the project officials and stakeholders, review missions.
- Contribute to inception, monthly progress and quarterly monitoring reports relating to procurement.
- Monitoring the timely implementation of procurement processes by utilizing the specific formats for reporting and M&E prepared by the stakeholders
- Managing the performance of contracts by the awarded contractors/suppliers/consultants.
- Take responsibility for contract management of the projects. This includes contract preparation, contract management and contract monitoring and oversight.
- Take initiative in procurement monitoring and evaluation regarding implementation of the project, in coordination with the World Bank.
- Attend all procurement training sessions arranged or instructed by the projects.
- Reporting on the implementation of all procurement activities according to the Procurement Plan.
- Undertake any other action as instructed by supervisor.

## Qualifications and Experience:

- Bachelor's degree from a recognized university is required, preferably in economics or finance
- At least six years experience working in a similar position in a reputable organization.
- Proven ability to nurture a smooth working relationship with various stakeholders, including MFIs, government agencies at national and provincial levels, etc.
- Ability to work under pressure and adapt to the rapidly changing security and work environment.
- Knowledge of the microfinance sector would be considered an advantage.
- Good communication skills both written and verbal in English, Dari, and Pashto.
- Proven staff organizational/management experience.
- Proficiency in computer applications such as MS Word and Excel.
- Strong interpersonal skills, team management, and leadership qualities.
- Should be a team player and able to work in a multicultural environment.

## Reporting Responsibilities:

The Manager, Administration and Relationships reports to the Director, Finance and Administration.

## Application Guidelines:

The application package, acceptable in English language only, should comprise an up-to-date résumé and cover letter explaining your interest and suitability for the position, indicating your salary and benefits expectations, and the earliest joining date, if selected.

Interested candidates should submit their application package only by e-mail with the subject "Vacancy – Manager Administration and Relationships" to [jobs@misfa.org.af](mailto:jobs@misfa.org.af) no later than May 23, 2024.

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