



**Microfinance Officer,  
UNDP project "Regional Development in the Kakheti Region"**

**Duty station:** Tbilisi

Microfinance officer would work under the direct supervision of the Project Manager, s/he will be responsible for the detailed activities leading to the successful implementation of the microfinance component of the Kakheti regional development project. S/he will be assist in development and introduction of the new financial products in Kakheti, setting appropriate arrangements and capacity building for information provision, sing posting and support to access finance to project beneficiaries. In addition, the Microfinance Officer will substantively contribute to the development of relevant arrangements, governance and documentation of the Regional Development Fund.

He/she will be also expected to undertake an assessment of the operating and enabling environment for the deepening and broadening of the financial sector in Georgia to serve low-income populations through a review of issues influencing sector development. Based on that he/she will identify potential investment opportunities for UNDP in the microfinance sector including partnerships with other donors/stakeholders and/or financial institutions in the sector

**Qualifications, skills, Professional experience**

The Microfinance Officer should ideally have the following background:

- University level education in a relevant subject (finance, economics, business administration)
- Good communication and reporting skills
- Full computer literacy
- Fluency in English
- Ability working in a team
- Expertise in micro and small financing both traditional and non-traditional financing options.
- Experience of at least five years in the area of investment banking, financial management, internal control and financial product design.
- Familiarity with best practice with respect to microfinance interventions

Experience with international development projects covering aspects of micro financing

**Duties and responsibilities**

- An analysis of the economic and legal and regulatory framework to understand how the current environment would influence the project
- Identification of current donors/investors in the microfinance and financial sector, particularly in Kakheti
- Analysis of the market for micro and small finance services, particularly in Kakheti
- Analysis of the technical support needs of micro and small finance service providers
- Proposal and preparation of the concept for the new microfinance products
- Preparation of technical documentation and tendering process for new products
- Regular monitoring and reporting on the implementation of the products
- Consultation and preparation of development of arrangements, governance and documentation of the Regional Development Fund.
- Propose the opportunities for UNDP in the sector and develop a UNDP project strategy
- Assistance to the Project Manager in preparation of all project documentation
- Other duties, as required.

**Duration, Contract & Remuneration**

- 12 months.
- Start: November 10, 2006
- Remuneration will depend on the experience and previous salary history of the candidate. Salary expectations to be preferably indicated in the application.

If interested, please send the cover letter and the CV in English to UNDP, Georgia via e-mail to: [vacancy.ge@undp.org](mailto:vacancy.ge@undp.org) no later than 27<sup>th</sup> of October. **Please indicate in the email subject line: "Microfinance Officer, Kakheti Region"**. Kindly indicate at least two references that we may contact, as well as your availability in terms of start date and duration. Only short listed candidates will be notified. Applications received after the closing deadline will not be considered. No telephone calls please.