

## **Lao National**

The predecessor of the *Microfinance Association (MFA)*, the *Microfinance Working Group for the Lao PDR (MFWG)*, was founded in May 2007 by a group of microfinance practitioners as an informal platform to exchange experience, represent microfinance sector interests and coordinate donor activities. In October 2013, the MFWG obtained its temporary license as a non-profit association (NPA). As a consequence, its name changed to *Lao Microfinance Association (LMFA)*. MFA works under the Ministry of Home Affairs (MoHA) and the Bank of the Lao PDR (BOL), present donor/funding agencies are: ADA, MFA-ADA, UNCDF/UNDP and Australian Aid/DFAT.

LMFA is promoting financial inclusion for low-income populations through consolidation and professionalization of the country's inclusive finance sector. One role in deepening financial inclusion in Laos, LMFA and ADA are exploring the opportunities of working with village level informal and semi-formal institutions such as village funds (VF) and village banks (VB) and enhance their ability to provide reliable services to members. With the enormous number of village level institutions set up over the last few decades in Laos, the quality, sustainability and customer protection aspects became questionable in some of these institutions. ADA and LMFA, came to the conclusion that the Village financial institutions should be strengthened through a process of formalisation so that some standards of operations and performance can be established and supported through an appropriate institutional and regulatory framework.

**Based on the background information, the MFA with support from Appui au Développement Autonome (ADA) - Luxembourg is currently looking for A Microfinance and village bank Officer.**

**Starting Date: July 2018 until 31 December 2020**

**Working Place: 30% Vientiane Capital and 70% province based project**

### **Duties and Responsibilities:**

**Under the guidance** of the Director of the MFA and **in close cooperation** and coordination with her as well as with the other MFA officers, the MF/VB officer will perform the following tasks:

- Prepare a formalisation guide that lists tasks and actions at village bank level and Network Support Organization (NSO) level (strategic, guidelines, manuals and working tools)
- Identification, planning, developing, coordination and implementation of relevant, capacity building activities – in particular for members/target projects of LMFA:
  - Identifying training and development needs of MFIs or SCUs/ MFA-ADA Network Support Organizations (NSO)'s staff, managers and Board of Directors as well as MFA-ADA supported Village Banks' Committee Members and Village Banks' members by conducting a needs analysis, interviews and regular consultation with MFA-ADA
  - Designing, adjusting and expanding trainings and development programmes based on the needs of the MFIs or SCUs/ MFA-ADA Network Support Organisations (NSO)' staff, managers and Board of Directors as well as MFA-ADA supported Village banks' Committees and Village Banks' Members and when needed of the sectors' stakeholders
  - Update training materials, handbooks for in-house courses and other training courses
  - Support if needed the tender and selection process of suitable service providers
  - Provide or supervise training delivery, reporting, monitoring and reviewing the progress of trainees through questionnaires and discussions with managers
  - Conduct training follow-up support to member/target project MFIs/SCUs (individual coaching/in-house capacity building) on technical topics of relevance to MFI/SCU operations, especially for the SCUs/NSO of MFA/ADA project

- Work in the field closely with the board of directors and management and staff of the new established SCU/NSO
- Monitor and about progress of SCU/NSO weekly and report back to MFA
- Maintaining good knowledge of the microfinance sector by reading relevant journals, going to meetings and attending relevant courses
- Developing a strong network with training institutes and other organizations and agencies
- Translate technical training documents as required from English into Lao and vice versa
- Other related tasks as requested by the supervisors

**Qualifications/Experiences/competences:**

- College or university degree preferably in banking, economics, business administration or related areas
- Solid microfinance expertise and understanding of the Lao microfinance sector and its challenges
- At least 3 years training experience in microfinance and or village banks and knowledge of policies affecting microfinance institutions
- Thorough knowledge and understanding of participatory training methods
- Able to establish excellent working relationships with different microfinance stakeholders (microfinance practitioners, donors, bi/multi-lateral agencies, (I) NGOs, service providers, policy makers, Government authorities/line ministries, etc.)
- Strong verbal and written communication skills (English & Lao)
- Strong negotiation, advocacy and consensus-building skills
- Strong interpersonal, networking skills
- Ability and willingness to work in a team and to motivate people
- Computer literacy
- The position is based in Vientiane though the candidate should bring the willingness to travel regularly and be absent from base station (at least 50% travel in the provinces)

Interested applicants should submit a full application to: **Microfinance Association (MFA)**  
 Unit 13, Hongkaikeo Village, Chanthabouly District, P.O.Box: 4030, Vientiane Capital, Lao P D R  
 Email: [mfa@laomfa.org](mailto:mfa@laomfa.org), Web: [www.laomfa.org](http://www.laomfa.org) Office Tel: +856 21 226018/+856 30 9481265

**Only shortlisted will be notified. Application closing date is 31 May 2018.**