



Microinsurance MBA Association of the Philippines Inc.

Unit 1014 Medical Plaza Ortigas Bldg., San Miguel Ave., Pasig City 1605 Philippines
Landline: +632 8706-2561 | E-mail: rimansi@yahoo.com | Website: www.rimansi.org

DEVELOPMENT WORK OPPORTUNITY

DEPUTY DIRECTOR FOR OPERATIONS

The Microinsurance MBA Association of the Philippines Inc. (MiMAP), also known as RIMANSI Organization for Asia and the Pacific (RIMANSI), is a non-profit microinsurance resource center and Association of mutual microinsurers in the Philippines, providing business development support services to microfinance institutions, cooperatives, and mutual benefit associations in the establishment and strengthening of member-owned and governed microinsurance programs.

As a growing network of microinsurers in Southeast Asia, especially in the Philippines, MiMAP is looking for a **Deputy Director for Operations** who will ensure the implementation of appropriate and relevant technical assistance to member and partner-organizations, particularly training and capacity building of Microinsurance MBAs, including communication needs of the Association.

Under the overall direction of the Executive Director, the Deputy Director for Operations shall perform the following:

1. Identify, organize, and design network level workshops, seminars and trainings that will support the development and compliance of member and partner-organizations.
2. Prepare, review and manage communication needs of the Association, including policy reviews.
3. Manage the production of annual reports, newsletters, focus notes, and other publications including contents for social media and website posting.
4. Support the preparation, conduct and post-conduct of Board meetings and assigned committees.
5. Lead and support the facilitation and conduct of meetings, workshops, forums and trainings with member and partner-organizations.
6. Perform liaison work with government agencies, partners, and other industry stakeholders.
7. Assist, coordinate and manage local and international consultants in the delivery of technical assistance to members.
8. Consolidate and organize a filing system for reports, documents, materials, minutes of meetings, photo documentation and other information related to operations.
9. Produce periodic work plans and budget, and progress reports.
10. Perform other functions as may be assigned by the Executive Director.

Skills and Qualifications:

- Bachelor's degree in social sciences, development studies, business administration, or related field
- At least 3 years of experience in training, communication and/or project management
- Work background preferably in microinsurance, microfinance or cooperative
- Good written, verbal, presentation and analytical skills
- Good knowledge and skills in computer office applications
- Ability to facilitate trainings and meetings and lead team and group activities
- Ability to manage multiple tasks, identify priorities and meet deadlines
- Highly organized and detail-oriented

Interested applicants may send their **CV** with a **letter of intent** addressed to the Executive Director of MiMAP. Please note that *only shortlisted applicants will be notified*.

MR. JUN JAY E. PEREZ

Executive Director

Microinsurance MBA Association of the Philippines Inc.

Unit 1014, Medical Plaza Ortigas Bldg., San Miguel Avenue, Pasig City

je.perez@rimansi.org and rimansi@yahoo.com

Deadline of Application: 28 February 2024 (Thursday)