

DEVELOPMENT WORK OPPORTUNITY

PROJECT OFFICER FOR TRAINING

The Rafael B. Buenaventura Micro Finance Resource Center Foundation is a private non-profit foundation. Our vision is to be a catalyst in sustainable microfinance ecosystem empowering underserved communities. Our mission is to strengthen microfinance institutions and clients through knowledge sharing, skills building and strategic partnerships. The Foundation is in search of a PROJECT OFFICER FOR TRAINING, one year contract, subject to renewal, reporting directly to the Executive Director.

The PROJECT OFFICER FOR TRAINING is responsible for overall management of the Foundation's programs to strengthen capacities of microfinance institutions along specified focus areas. The position will collaborate with and manage various stakeholders and practitioners in delivering learning and development interventions designed to increase knowledge, build skills, and promote innovative, inclusive, and climate resilient approaches in microfinance.

Management of Capability Building Program

- Develop and implement a strategic capability building approaches and plans that are aligned with the Foundation's Five-year Business Plan
- Develop and implementation policies, procedures, and methodologies on matters relating to the Foundation's capability building objectives
- Prepare an annual calendar of activities, workplan, and budget for identified learning interventions along the foundation's focus areas
- Organize and coordinate the implementation of planned learning activities according to the design of expert advisers
- Design and implement a program monitoring and evaluation plan to measure extent of achievement of learning objectives, in partnership with the Knowledge Management Officer
- Collate and analyze advisers'/providers' and participants' feedback for use in evaluating the effectiveness of training/capability building interventions
- Prepare and submit reports for donors and management on completion of the activity conforming to the reportorial requirements and within the timeline specified by donors

Management of Expert Advisers' Pool

- Develop scopes of work and identify local partners and/or consultants to support design and delivery of capability building interventions along the focus areas of digital payments, financial literacy, MSME and agriculture financing, and climate change and business resilience
- Select and engage best qualified consultants and trainers to design, develop, and deliver learning activities in consultation with expert advisers
- Collaborate with expert advisers in the design of learning activities and development of learning materials based on identified capability building needs of participating organizations
- Work closely with expert advisers to ensure involvement and engagement of needed specialists in the implementation of capability building interventions through discussions and assignment of sub-topics if needed

- Forge partnerships and solicit training proposals from institutional providers where expertise required is not available from the pool of Foundation's expert advisers
- Organize stakeholder meetings and facilitate communication between the pool of experts, stakeholders, and the Foundation throughout the life cycle of learning events

Program Administration

- Attend to all administrative and logistic requirements in the implementation of training and other learning activities
- Manage the training budget, ensuring spending is within the approved budget and according to set guidelines
- Prepare financial reports on the utilization of the funds allocated for capability building interventions in compliance with donors' financial reportorial requirements and within the specified timeline

Skills and Qualifications

- Bachelor's degree in social sciences, development studies, business management or a related field
- At least 2 years' experience in training, communication and project management is desirable
- Excellent written, verbal and interpersonal communication skills, with the ability to engage and collaborate with stakeholders at all levels
- Superb track record in planning and executing successful training / capability building programs
- Excellent organizational, coordination skills, and time management skills, with ability to simultaneously manage multiple projects and priorities
- Critical thinking and innovative problem-solving skills
- Strategic and creative mindset
- Highly level of computer literacy in related business and communication tools

Interested applicants may send their **CV** with a **letter of intent** addressed to the Executive Director of RBB MICRO FINANCE FOUNDATION. [Please note that only shortlisted applicants will be notified.](#)

MS. PATRICIA GRACE C. CALILONG

Executive Director

Rafael B. Buenaventura Micro Finance Resource Center Foundation Inc.

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Deadline of Application: 28 February 2024 (Thursday)