Microinsurance MBA Association of the Philippines Inc.

Mutuality Among Mutuals

WE'RE *Hiring!*

Programs Assistant

Qualifications:

- Graduate of BS accountancy, BS business administration, BS IT or related field.
- Good written, verbal, presentation and analytical skills.
- Good knowledge and skills in computer office applications.
- Preferably knowledgeable in Excel.
- Has passion for development work.
- Volunteer work experience is a plus.
- Prior experience is a plus, but fresh graduates are welcome to apply.

*Interested applicants may send their **CV** with **letter of intent addressed to the Executive Director of MiMAP on or before November 30, 2026.***

Microinsurance MBA Association of the Philippines Inc.
Unit 1014, Medical Plaza Ortigas Bldg., San Miguel Ave., Pasig City
rimansi@yahoo.com / secretariat@rimansi.org

Only shortlisted applicants will be notified.

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

As a growing network of mutual microinsurers, MiMAP is looking for a **Programs Assistant.**

The **Programs Assistant** will assist in ensuring the timely delivery of appropriate and relevant technical assistance to member Microinsurance MBAs. The Programs Assisstant shall perform the following:

- Support MiMAP and Mi-MBA committees in meetings and activities.
- Oversee externally-funded projects to enhance Mi-MBA performance.
- Coordinate project activities, logistics, and field events.
- Prepare reports and communications for partners and members.
- Maintain documentation and reports for MiMAP operations.
- Arrange logistics and travel requirements such as adequate office supplies and effective working equipment.
- Monitor contracts and agreements with consultants and partners.
- Support the implementation of MiMAP training, workshops, forums, and other activities.
- Contribute in the periodic development and review of work and financial plan.