



JOBS DESCRIPTION

MSD Officer - Monitoring and Supervision Department Officer

VA #:	0245/MISFA
Organization:	MISFA
Location:	Kabul
Duration:	Permanent
Salary:	As per organization salary scale
No. of Post:	One
Sex:	M/F
Nationality:	Afghan
Date Announced:	February 5, 2023
Closing Date:	February 18, 2023

About MISFA

The Microfinance Investment Support Facility for Afghanistan (MISFA) was set up in 2003 at the invitation of the Afghan government – to get donor coordination right from the start and avoid the counter-productive efforts that have emerged from conflicting donor objectives in other post-conflict situations. It was established as a vehicle through which the Afghan Government and international donors could channel technical assistance and funding to build Afghanistan's microfinance sector. MISFA was the first facility of its kind, pooling diverse donor funding mechanisms and converting them into streamlined, flexible support to microfinance institutions in Afghanistan, tailored to local priorities and accompanied by technical assistance and strong performance monitoring.

MISFA's mission is to contribute to Afghanistan's economic growth by developing a viable, inclusive financial sector for the poor, and the underserved small and medium enterprises.

Position Summary:

The Monitoring and Supervision Department Officer is responsible for performing assessments under the supervision of Deputy Manager MSD of MISFA microfinance and ultra poor program partners.

Reporting Responsibilities:

The MSD Officer reports to the Deputy Manager Monitoring and Supervision Department.

Duties and Responsibilities:

Specific duties and responsibilities include but not limited to the following:

- Perform assigned task of annual gap assessment and follow ups. This will include but not limited to the implementation of MISFA performance standards, desk analysis, interviews, review of the external and internal audit and monitoring reports, review of portfolio reports, clients' visits and review of the finance and administration units within the partner institution.
- Prepare reports of work completed
- Perform branch assessments of microfinance partners and prepare and submit reports
- Field reviews of targeting ultra poor program partners and submit review reports
- Review partner Monthly Performance Reports (MPRs)
- Prepare consolidated MPRs and SME reports submitted by partners
- Willing to travel locally

Qualifications, Experience and Other Skills:

- Bachelor`s degree in business, accounting, Islamic Banking or any other relevant field OR equivalent certification
- Minimum 3 years of experience in microfinance/banking, audit and monitoring
- Previous experience in Islamic Financing is preferred
- Knowledge of monitoring, auditing, internal controls, financial accounting and analysis
- Strong proficiency with Excel and Word
- Strong communication, interpersonal and report writing skills
- Critical thinking

Submission Guideline

The application package, acceptable in English language only, should comprise an up-to-date résumé and cover letter explaining your interest and suitability for the position, indicating your salary and benefits expectations, and the earliest joining date, if selected.

Interested candidates should submit their application package only by e-mail with the subject "Vacancy – Monitoring and Supervision Department Officer" to jobs@misfa.org.af Due to the expected large number of applications, only shortlisted candidates would be contacted.