



Terms of Reference for the position of Team Leader

Background: The Southern Sudan Microfinance Development Facility (SSMDF) is an initiative of the Government of Republic of South Sudan established in 2009 as an Apex Microfinance Institution to champion the emergence of a strong and sustainable microfinance sector in South Sudan. The SSMDF supports viable microfinance providers' efforts to assist the economically active poor and the low income households to access financial services. Specifically, SSMDF provides wholesale loans and technical assistance to the microfinance institutions and business support institutions such as Auditors, Trainers and Business Development Services (BDS) providers which render services to the microfinance retailers and their clientele. The SSMDF provides tremendous career development opportunity to candidates looking to have an impact within the financial sector and South Sudan at large and therefore seeks to recruit a competent South Sudanese National.

The Team Leader position which will be based in Juba is a senior appointment to be financed fully through the Technical Assistance Fund (TAF) managed by the Joint Donor Team. While based in Juba, the assignment will involve travel outside Juba-specifically to the States within South Sudan. The assignment will also involve supervision and guidance of SSMDF staff to ensure delivery of SSMDF Programs in accordance to its mission and vision. In addition the Team Leader/ Managing Director will contribute to the corporate and strategic agenda of the SSMDF by supporting the Board and stakeholders and undertake assignments involving fundraising from the host government, development partners (both bilateral and multilateral arrangements) as well as other social investors with the view of making the SSMDF financially sustainable. This high profile position will require the staff to keep abreast of current trends in the microfinance market within the Republic of South Sudan and anticipate future trends likely to have an impact on SSMDF and devise strategies to address the dynamics.

Duties and Responsibilities:

- Take a leadership role including management of the SSMDF team responsible for the day-to-day operations;
- Lead the implementation of SSMDF activities to ensure efficient and effective use of resources approved by the board;
- Refine SSMDF business plan and develop annual work plans for the Board's review and approval.

- Undertake implementation of activities defined in the revised SSMDf annual work plan;
- Coordinate with other MFIs to ensure effective synergies are captured in the delivery of Microfinance programs and products to the client;
- Prepare quarterly reports for the board to review SSMDf performance and be fully informed of SSMDf activities;
- Work closely with microfinance institutions (MFIs) to help them achieve sustainability and contribute to increase in Access to Finance, Financial Sector Development, and Enterprise and Job Creation
- Develop and manage key partnerships with financial service providers, peer institutions, development organizations, donors, government officials, and other stakeholders for effective realization of SSMDf objectives;
- Recruit staff, and design training programs to maintain high performance standards and retain talented staff;
- Mentor staff and integrate best practice experience that promotes a culture of team work and encourages good performance;
- Incorporate best practice experiences in Microfinance and support SSMDf in disseminating knowledge across the different MFIs including *green fields* operating in communities.
- Develop fundraising proposals for the activities and long-term sustainability of the SSMDf;
- Ensure that SSMDf mission and services are consistently presented in a strong and positive image to stakeholders within South Sudan and beyond;
- Stay abreast of current trends in the microfinance market in the Republic of South Sudan and anticipate future trends likely to have an impact on SSMDf and devise strategies to manage the dynamics;
- Perform any other duties as may be assigned by the Board of Directors.

Expected Outputs from the Assignment and Deadlines

- A revised annual work plan, including specific activities and clear and measurable objectives (draft submitted to board 2 months after appointment)
- SSMDf Annual Report, including an analytic section on the performance of the largest MFIs printed by 31st March 2012.
- A Final assignment report, to be submitted 1 week after the end of contract. This should include:
 - Reporting against each of the duties and responsibilities
 - Specific examples of how the Team Leader and the SSMDf has worked with MFIs to improve their performance.

Qualifications and skills required/desired

- Advanced degree in Finance, Business Administration, Economics, International Development or related discipline from a reputable and recognized institution.
- A minimum of 8-10 years relevant experience in microfinance (strength in financial portfolio management), banking, international development of which at least 5 years at managerial level;
- Demonstrated ability to understand capacity building needs of MFIs and sector support institutions in a post conflict environment and emerging economy;
- Ability to work in English and/or Arabic (added advantage);
- Ability to fundraise from diverse sources of funds including donors, government and social investors
- Competent leadership skill and capability of providing guidance and support to the team;
- Excellent team builder, strong leadership with people management skills including ability to and relevant experience to mentor/guide colleagues.
- Excellent communication and diplomatic skills;
- High degree and sensitivity to handle confidential information.

How to apply

Interested candidates should submit a cover letter and CV by 5:00 PM **November 21, 2011**.

Applications clearly marked as “**Application for the Post of Team Leader**” may be delivered in sealed envelopes to:

Southern Sudan Microfinance Development Facility
Ministry of Commerce, Industry and Investment
P.O. Box 73
Juba, South Sudan

Alternatively, applications may be sent electronically to charles.data@gmail.com with a copy to akechmilla@yahoo.com and peter.dsouza@minbuza.nl.

Female Candidates are encouraged to apply.

Kindly note that only shortlisted candidates will be contacted for interview.