



JOB VACANCY MICROFINANCE PASIFIKA NETWORK – Assistant Coordinator

Microfinance Pasifika Network (MFPN) was formed in 2006 as an alliance of institutions committed to supporting sustainable livelihoods for poor people through provision of inclusive and sustainable financial services. Its objective is to strengthen the skill-base of practitioners within the region through a platform for intra-industry dialogue, knowledge and information sharing. The network is exclusively Pacific-based, and seeks to capitalize on the diversity of its representation. Currently the membership comprises 19 financial members comprising of MFIs, commercial banks, support service companies and donor and NGO microfinance support organizations governed by a seven person Executive Committee drawn from its membership. The Foundation for Development Cooperation (FDC) was appointed by the Executive Committee to act as Secretariat, charged with the day to day management of the Network, under the guidance of the Executive Committee.

FDC, in partnership with UNDP, has agreed to strengthen the sustainability of MFPN and, in doing so, provide quality knowledge management services for the UNDP Pacific Financial Inclusion Project. By the end of the project period, MFPN will have strengthened its reputation as a clearinghouse for information for the Pacific as well as realistic, value-added set of activities for which it has a long-term, identifiable income stream.

The Assistant Coordinator will assist the Secretariat in line with outcomes to support the development of the Microfinance Pasifika Network and will report to the Lead Coordinator and in close collaboration with UNDP Pacific Centre, the incumbent will be responsible for helping to build, manage, and facilitate the **Microfinance Pasifika Network**, comprised of professionals from finance, NGOs, CSOs, international development partners, and the private sector, etc.

The primary responsibilities of the Assistant Coordinator are as follows:

1. Support development of the **Microfinance Pasifika Network (MFPN)**, including:
 - Finding and inviting new members;
 - Initiating and encouraging member participation in the Network;
 - Raising awareness of members of microfinance-related activities being undertaken in the Pacific and internationally;
 - Assisting in coordination of workshops and events.
2. Maintain and continually update the MFPN website, Pacific Resource Centre for Microfinance and electronic mailgroup (listserv) including:
 - Making available the most relevant information and knowledge resources for the network, including latest events (calendar) alert, news and developments, publications and reports, procurement notices and expressions of interest;
 - Initiates and promotes the sharing of information, discussion and posting of news and relevant information by members;

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- Moderates, directs and filters messages and facilitates electronic discussions helping members to share experiences and identify best practices;
 - Compiling/updating (contact) profiles of all members and non-members of Financial Service Providers;
 - Undertakes monitoring and evaluation of performance of the MFPN;
 - Consolidates email responses from the Network and requests advice and assistance from members, technical specialists and global or international communities;
 - Identify ways to upgrade the Website to be more user friendly and visually enhancing interface.
3. Participates in relevant regional and global communities of practice and networks concerned with microfinance to encourage opportunities for collaboration across the region and at global level. Identifying opportunities for information sharing, MFI staff exchange visit and other benefits.
4. Proposes improvements and quality enhancements in order to strengthen the link between the Network and other development partner initiatives in the region.

Specific Requirements

Minimum Education: Undergraduate degree in communications, microfinance or relevant subject area.

Experience:

- Minimum of two years of professional experience, preferably in microfinance or related area. Prior experience in facilitation and networking useful, but not required.
- Prior experience working with an international or multi-lateral organization an asset, but not required.
- Experience in IT tools, including use of content management systems, updating websites and use of standard Windows applications (Word, Excel, PPT) and Outlook.
- Strong interpersonal skills in a multicultural environment, demonstrated ability to work in a team environment, good oral communication and the ability to represent FDC's interests at a range of levels.
- Able to undertake occasional international travel, if necessary.
- Must hold legal rights to work in Fiji.

Generic Requirements

Applicants should also meet the following requirements:

- Excellent knowledge of the Pacific region
- Highly effective at networking and facilitation
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Willing and able to share information and knowledge openly with others
- Able to communicate clearly and effectively through email and in person
- Motivated and responsive to the needs of peers
- Consistently approaches work with energy and a positive, constructive attitude
- Good judgment, strategic thinking and the ability to manage risk and competing priorities and meet deadlines
- Willingness to learn new computer applications, including content and email management systems

FDC is an independent, not-for-profit international development organisation. Established in Brisbane, Australia, in 1990, the mandate of FDC calls for it to conduct policy-oriented research, foster public awareness,



mobilise broader Australian and overseas development cooperation, and support non-governmental development efforts. Through partnerships and alliances, FDC undertakes a range of initiatives which seek to improve the lives of poor people in developing countries, foster innovative approaches to development, and connect policy work to self-help efforts at the grass roots level. FDC's work includes economic development and assessment, policy analysis, grass-roots community-based initiatives, strategic research, partnerships and leverage, advocacy, consulting and advisory services, project design and implementation, secretariat and network management, and training and capacity building. FDC's headquarters is in Brisbane, Australia. FDC has an Asia regional office in Singapore and a Pacific regional office in Fiji. Additional information about FDC and its programs is available at www.fdc.org.au.

The position is subject to completion of a satisfactory probationary period and will be based in Suva, Fiji. The initial contract will be for one year with a strong likelihood of extension. Salary will be commensurate with experience and the not-for-profit sector in Fiji.

No telephone enquires please. Applications addressing the selection criteria, and including a CV and the names and contact details of three referees should be emailed to Ms Luse Kinivuwai: lusekinivuwai@fdc.org.au before **30 June 2009**. Applications will be treated in the strictest confidence.

Luse Kinivuwai
Pacific Regional Representative
The Foundation for Development Cooperation
and
Lead Coordinator
Microfinance Pasifika Network
29 May 2009