

Job Description: Consultant, Financial Education & Knowledge Management, *enabling* APR & EIR Program

About the Organization:

MicroFinance Transparency (MF*Transparency*) is a non-profit organization (501c3) that promotes fair and transparent pricing in the microfinance industry. Our desire is to be the venue for the microfinance industry to publicly demonstrate its commitment to pricing transparency, integrity and poverty alleviation. Our vision is an industry operating with healthy free market conditions where consumers and other stakeholders can make informed decisions.

About the Job:

MF*Transparency* is seeking a Consultant with at least five years of related work experience to join MF*Transparency* on a one-year, renewable contract. The Consultant is responsible for leading the Financial Education and Knowledge Management activities for MF*Transparency*'s *enabling* APR & EIR Program in Africa. The specialist will develop educational materials related to microfinance pricing, training-of-trainer programs, and other financial education materials to support the global *Transparent Pricing Initiative* managed by MF*Transparency*. The Consultant will work remotely with travel to the Program countries in Africa. Countries in this Program include: Malawi, Uganda, Rwanda, Tanzania, South Africa, Ghana, Zambia and Mozambique.

Tasks/Responsibilities:

- Participate in the implementation of the ***enabling* APR & EIR Program** in Africa by:
 - Strategic Planning & Market Research
 - Research the individual countries where we work to identify their needs in relation to financial literacy, particularly on interest rates
 - Identify best practices and lessons learned from various countries that have implemented similar programs
 - Develop a strategic plan for rolling out the financial education initiatives in each country
 - Development and Dissemination of Financial Education materials
 - Manage the design and production of financial educational materials (e.g., flyers, comic books, radio programs, online videos)
 - Develop templates for financial education materials for various stakeholders (e.g. microfinance consumers; microfinance institution management and staff)
 - Manage the work of local designers, translators and other subcontractors
 - Training
 - Liaise with *enabling* APR & EIR Program research staff to identify appropriate stakeholders that will require training in each country
 - Facilitate financial education training of the trainers workshops for local partners
 - Develop and facilitate workshops for in-person trainings, as applicable
- Support special projects related to the related to the ***enabling* APR & EIR Program** as assigned by MF*Transparency* Senior Staff

Skills/qualifications/experience:

- Masters degree in international development, education, marketing or related field
- Knowledge of microfinance industry and major issues / debates;
- Minimum of five years of technical expertise in curriculum design, training, non-formal education for adults, microfinance communication
- Work experience in Eastern / Southern Africa
- Proven experience training adult learners in low-income markets
- Proven experience in social marketing and the use of social networking tools
- Experience in relationship management with international organizations
- Strong written and spoken communication skills in English required (fluency in Swahili or Portuguese preferred)
- Ability to work independently
- Proficiency with Microsoft Office applications (especially Excel, PowerPoint, Publisher, and Word);

To Apply:

Please send resume and a cover letter explaining your interest in working for an organization committed to global social and economic development to Ms. Christabel E. Dadzie. Only qualified applicants will be contacted for an interview.

Christabel E. Dadzie
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Accra, Ghana