

## Micro Finance Institutions Network (MFIN)

### JOB DESCRIPTION

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**Job Title:** Assistant Vice President, State Initiatives

**Location:** Bhopal / Indore, Madhya Pradesh

**Reporting to:** Head, State Initiatives

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#### Background

Microfinance Institutions Network (MFIN) is the primary representative body and the Self-Regulatory Organization (SRO) for Non-Banking Finance Companies (NBFCs) Microfinance Institutions (MFIs) regulated by the Reserve Bank of India (RBI). MFIN works with a broader financial inclusion ecosystem to ensure that its members and the microfinance industry can optimize their potential to achieve the financial inclusion agenda. MFIN currently has a membership of 48 NBFC MFIs which on an aggregate basis constitute over 90% of the microfinance business in India. MFIN also has 39 associates which includes NBFCs, Small Finance Banks, main stream Banks. The core areas of work for MFIN are Self-Regulation, Advocacy & Development, State Initiatives and Communications. To strengthen the operational ecosystem, MFIN has set-up state chapters and district forums across the country under its State Initiatives vertical.

#### Self-Regulation

As the SRO for the industry, the roles and responsibilities mandated by the RBI are oversight and surveillance over the industry, dispute resolution between members, putting in place and implementing a robust grievance redressal mechanism for microfinance clients, borrower protection and education, and data and analytics for the industry.

#### Job Purpose:

The **AVP – State Initiatives** will be based at Bhopal / Indore and will manage MFIN's engagements in the central region of the country. The role and responsibilities of **AVP – State Initiatives** will be as follows:

#### Key Roles and Responsibilities:

##### 1. Strategic lead

- Organise and steer State Chapter Meetings
- Actively participate in the State Association Meetings
- Facilitate better coordination at the district level by lead MFI in each district
- Documenting compliance and non-compliance with MFIN Code of Conduct, including field visits of MFIs and their branches
- Organising regular awareness program among policy makers
- Communicating regularly with all members and stakeholders
- Organising capacity building initiatives of MFIN in the states
- Take other responsibilities as advised by Line Manager

##### 2. Management and Review

- Providing logistical support to any MFIN program in the western region
- Quick assessment reports in times of crisis and coordinating ground level interventions
- Facilitating State and District Level Stakeholders meetings
- Preparing and submitting periodical reports to MFIN head office
- Identifying appropriate partners at the state / regional level for fulfilling the objective of MFIN
- Ensuring coherence with the policies, objectives and overall work plans of MFIN
- Contributing in state initiative team work

### Person Specification:

	Essential	Desirable
<b>Core</b>	<ol style="list-style-type: none"> <li>1. A commitment to MFIN's core values of human dignity and worth.</li> <li>2. Sensitivity towards gender, ethnic and cultural identities.</li> </ol>	
<b>Experience</b>	<ol style="list-style-type: none"> <li>3. Able to represent MFIN and its state chapter to diverse set of stakeholders.</li> <li>4. Able to lead the associational agenda at the state and regional level.</li> <li>5. Able to develop compelling arguments for presenting members work by effectively using internal and external resources.</li> <li>6. Able to convert members' expectations from the association into programs and intervention.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have good understanding of the operations of microfinance institutions.</li> </ol>
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>7. Have good understanding of the issues and challenges of microfinance sector.</li> <li>8. A result oriented professional with 5-8 years of experience in the field of micro finance/ financial inclusion, coupled with strong inter-personal skills.</li> </ol>	
<b>Skills and Abilities</b>	<ol style="list-style-type: none"> <li>9. Acumen towards creating dialogue and policy platforms to negotiate conflicts between different stakeholders</li> <li>10. Having good drafting skills</li> <li>11. Good command on <b>Hindi and English</b> languages is essential</li> <li>12. Demonstrated excellence in working across spectrum of stake holders ranges from communities, institutions both in the private sector and the development sector and the policy making bodies for the national and state level</li> <li>13. Deft in planning, organizing, supervising and integrating the work as proposed by the association</li> <li>14. Willingness and ability to travel extensively</li> </ol>	<ol style="list-style-type: none"> <li>2. Able to travel and work away from home for up to 25% of time, both within the country and occasionally internationally and some weekend work</li> </ol>

HOW TO APPLY: Please submit a one page covering letter stating why you think you are suitable for this position along with your resume to [sharadgarg@mfinindia.org](mailto:sharadgarg@mfinindia.org) latest by 31<sup>st</sup> August 2018.

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