 OXUS DEVELOPMENT NETWORK	Job profile	Microfinance Intern OXUS Development Network	Last Update Octobre 2013
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Position: Microfinance Intern

Location: Paris, France

Duration: 6 months

I. Job Description:

About the organization

OXUS is a microfinance group created in 2005 at the initiative of ACTED, the Agency for Technical Co-operation and Development, a French worldwide NGO. Capitalizing on ACTED's 10 years experience in microfinance, OXUS currently features 4 MFIs, in Tajikistan, Kyrgyzstan and Afghanistan and Democratic Republic of Congo.

About the job

In the context of Oxus Group development, Oxus Development Network is recruiting an Operations Intern. He (or she) will work under the direct supervision of the Chief Executive Officer and take part in all activities linked to the management of operations of Oxus Development Network.

II. Responsibilities:

The Microfinance Intern will assist the Chief Executive Officer in the following tasks :


- Oversee the efficiency, relevance and growth of Oxus operations worldwide;
- Oversee the preparation and development of subsidiary business plans;
- Provides technical assistance to subsidiaries in their strategy implementation and operations;
- Drive performance measures for the measurement of operations performance;
- Harmonize procedures and policies and capitalize on best practices;
- Provides technical backstopping on all matters related to operations;
- Promotes the implementation of new products and services;
- Support OXUS subsidiaries in their transformation plan;
- Defines a training and technical assistance plan;
- Oversee the technical assistance plan is implemented and ensures deliverables are being met on time and in compliance with quality standards;
- Provide support during the pre-operational phase during registration and launching of operations in new countries;

III. Qualifications and skills required:

- Master's degree or equivalent from business school, engineering school or university;
- Strong analytical skills;
- Good organizational and interpersonal skills;
- Excellent verbal and written communication skills;
- Creativity and flexibility;
- Capacity and willingness to learn new skills quickly;
- Strong interest in development issues;
- Fluency in English and French is a prerequisite.

IV. Conditions

- Internship

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- 6 months
- 436 EUR monthly + tickets restaurants

V. To apply:

Please submit an application letter together with a detailed CV, **in French or English**, highlighting (1) relevant experience, proven skills, and (2) references to the following mail: jobs@oxusnetwork.org