



Da Afghanistan Bank (DAB)
Financial Sector Strengthening Project (FSSP)

Terms of Reference (TOR)

Vacancy No: 03-09/FSSP
Post Title: Bank Credit Trainer
Organization: Afghanistan Institute for Banking and Finance (AIBF)
Location: Kabul
Duration: One year, possible extension for two more years
No of Post: 1
Sex: Male/Female
Nationality: International
Salary: \$4,000 monthly or higher depending on experience and qualifications
Date Announced: 27 February 2010
Closing Date: 20 March 2010

Background

The Afghanistan Institute of Banking and Finance, AIBF, has been established by the Afghanistan Banks Association, ABA, Da Afghanistan Bank and the Microfinance Investment Support Facility (MISFA) to support the country's financial sector. The Institute will be developing an array of courses, training programs, seminars and workshops in order to strengthen the financial sector in Afghanistan. There are already training programs operated by a number of the commercial banks by MISFA and by the central bank and the AIBF will be complementing these courses and will be building capacity to provide international level training and professional support to the financial sector in Kabul and in all of the provinces.

AIBF is seeking experienced and enthusiastic candidates in order to develop courses, ranging from core banking and financial skills, to marketing, Islamic banking, more technical courses in IT in the banking sector, inclusive banking and excellence in management. The Institute enjoys the strong support of the government, Harakat, the World Bank and the financial sector in Afghanistan and seeks to combine a high level of skills and excellence with creativity in finance and banking.

Implementation and development of AIBF

The AIBF is implemented through a five-member board of director led by Governor of DAB. The board is composed of representatives of DAB, ABA and MISFA the AIBF will be headed by a Director assisted by local and international staff. In order to enhance capacity of the institute and enable the national staff to run the institute independently an international director will manage the institute for three years. Following completion of the period an Afghan national who will be selected among the national trainers of the institute will take the responsibilities of Director. The national director during the three years will work under the international director as deputy director.

Duties and Responsibilities:

The Credit Operations Instructor for training of bankers and staff of other financial institutions:

- 1. Develop and design the credit operation course training curriculum/modules in consultation with the Regional Banking Institute and the director of AIBF for effective implementation of the training program;*
- 2. Compile and prepare the training materials for the training courses;*
- 3. Provide input and support for the development of the curriculum for AIBF.*
- 4. Deliver training sessions;*
- 5. Assess and evaluate performance of the participants of the training courses;*
- 6. Train bankers and other financial institutions staff to prepare and review credit proposal and analyse the loan proposal in terms of investors' management capability, quality of the proposed investment based on sectoral perspective and capacity of the applicant to implement the project;*
- 7. Train bankers and other financial institutions staff to analyse and evaluate credit related information;*
- 8. In consultation with the Director, develop seminars, workshops and conferences on specific topics of interest to the financial sector, including regulatory issues, AML, and Islamic banking.*
- 9. Prepare reports for presentation to the Director.*
- 10. Maintain effective communication skills with the trainees, AIBF management, board of directors and the commercial banks and other financial institutions;*
- 11. Provide training to the trainers of the commercial banks in credit operations and mentor their trainings;*
- 12. Carry out other related tasks, as per the directions of the director.*

Qualifications Required:

The ideal candidate will have a Masters Degree in Economics, Accounting, Finance, Business or other relevant field. The candidate must have at least 6 years experience in banking and experience in training or administration.

The Credit Operation Trainer should be a team player, excellent in communication skills, self-motivated, target driven, objective oriented and good in achieving results. He/she should have full working knowledge of English in written and oral form and computer software such as, MS Word, Excel, PowerPoint and Project.

Deliverables:

- 1. The Credit Operation Trainer will prepare text of the training course on Credit Operation along with its relevant training material;*
- 2. The Credit Operations Trainer will, in consultation with the Director, prepare targeted workshops, seminars for bankers.*
- 3. The Credit Operation Trainer will train credit officers of the commercial banks and other financial institution in the management of credit.*

Submission Guideline:

*Send electronic CV and cover letter to the following email address:
aimal.naimi@centralbank.gov.af*

*Only short-listed candidates will be contacted. **Female candidates are strongly encouraged to apply.***

February 22, 2010.