



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

**Terms of Reference (TOR)**

**Vacancy No:** 02-09/FSSP  
**Post Title:** Microfinance 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 competitive  
**Date Announced:** 01 April,, 2010  
**Closing Date:** 25 April 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 for microfinance, covering the core functions, management and financial skills, Islamic banking. The Institute enjoys the strong support of the financial sector, including the Microfinance Investment Support Facility, government, Harakat, the World Bank 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 operated by 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 Microfinance Trainer will train bankers:***

1. Develop and design Microfinance course training curriculum/modules in consultation with the director of AIBF for effective implementation of the training program
2. Work with counterparts at MISF and the Microfinance sector to complement their programs at AIBF.
3. Identify areas in the microfinance sector in Afghanistan that need upgrading to meet international standards, and develop program and activities to address these gaps.
4. Train microfinance officers and staff in relevant regulatory and legal issues pertaining to microfinance.
5. Provide training for microfinance officers and staff on key functions in the sector, including finance and accounting. .
6. Arrange and prepare the training materials for the training courses ;
7. Design a training plan for conducting the training;
8. Prepare quizzes, tests, and other examination materials on a regular basis.
9. Conduct the training;
10. Assess and evaluate participants of the training courses;
11. In consultation with the Director establish and maintain relations with selected regional and international microfinance institutions.
12. In consultation with the Director and the Microfinance sector, develop seminars and workshops on specific topics, such as internal audit, credit evaluation and Islamic banking or topics of interest to the sector.
13. Prepare reports for presentation to the Director and Board of Directors of the institute;
14. Maintain effective communication skills with the trainees, AIBF management, board of directors, the microfinance sector and the commercial banks and other financial institutions;
15. Carry out other related tasks, as per the directions of the director.
16. He/she will report to the director of AIBF.

**Qualifications Required:**

The ideal candidate will have a Masters Degree in Microfinance, Economics, Accounting, Finance, Business or other relevant field. The candidate must have at least 6 years experience in microfinance and some experience in training and or administration. Experience in microfinance in Asia is desired.

The Microfinance 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 Microfinance Trainer will compile text of the training course on Banking Operation along with its relevant training material;
2. The Microfinance Trainer will work with the Director to prepare seminars and workshops on selected topics in microfinance.
3. The Microfinance Trainer will train staff and trainers of the microfinance institutions, working with MISFa. **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.**

**March 20, 2010**