



*Jessalin Airi, MiBank employee, successfully completed levels 1, 2 and 3 of the Online Certified Microfinance Professional Program for Batch 1, in 2021 and 2022.*

## ONLINE CERTIFIED MICROFINANCE PROFESSIONAL COURSE

[www.thecefi.org](http://www.thecefi.org)

**3 to 6 months online**

with 5 days conducted by IBBM campus

### ABOUT THIS COURSE

The Centre for Excellence in Financial Inclusion (CEFI) in partnership with PNG Institute of Banking and Business Management (IBBM), designed the Online Certified Microfinance Professional Course to fulfill the need of the microfinance industry and support expand the pool of microfinance professionals in Papua New Guinea. The course is supported through eLearning platform, training toolkits (level 1-3), and additional reference materials. The course will help staff of microfinance institutions, and interested applicants to be successful in a dynamic banking environment, through acquiring new skills and build competence in core banking areas to meet the diverse needs of different customers. The main objective is to leverage new skills in microfinance and technology with skilled human resources.

### ENTRY REQUIREMENT:

To qualify for the Online Certified MicroFinance Professional Course, applicants must be a staff of any Microfinance Institution in Papua New Guinea, must have grade 12 credits and above, must be a recent Grade 12 with "C" and "D" Grades, and must be a recent university graduate, who wish to start a career in the microfinance and/of banking industry.

### WHAT THE COURSE COVERS

The **Level 1** certificate is designed for frontline and entry-level staff in Microfinance institutions who wish to build a strong skill set for undertaking credit and customer service roles and responsibilities within PNG characterized by an ever growing Microfinance Industry.

- 1 Fundamentals of MicroFinance
- 2 Basics of Business Maths and Accounting for Microfinance
- 3 Essential Skills for Microfinance Lending Officers
- 4 Customer Service in MicroFinance
- 5 MicroFinance Products

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The **Level 2** certificate is an advanced course program and is intended for those who wish to deepen and expand their competence in credit skills and judgement. Loan Assessments monitoring and recovery Management Information System and Reporting Delinquency Management Operational and Risk Management.

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|--|---------------------------------|
| <b>1</b> Operational Risk Management                       | <b>4</b> Delinquency Management |
| <b>2</b> Loan Assesments, monitoring and recovery          |                                 |
| <b>3</b> Management Information System (MIS) and Reporting |                                 |

The **Level 3** certificate is an advanced certificate designed for those who wish to develop an advanced level of technical knowledge and skills in all aspects of ability to apply the skills and judgement in complex business situations particularly at a higher management level.

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|--|-------------------------------|
| <b>1</b> Strategic Business Planning         | <b>5</b> Corporate Governance |
| <b>2</b> Financial Management                |                               |
| <b>3</b> Ratio Analysis                      |                               |
| <b>4</b> Regulatory Compliance and Reporting |                               |

## FEES

- Application Fee PGK 500
- Level 1 PGK 2,750
- Level 2 PGK 1,100
- Level 3 PGK 1,100

## APPLICATION FORM

Please download the application form, and forward to [info@thecefi.org](mailto:info@thecefi.org)