



JOB DESCRIPTION

PRIORITY AREA	FINANCIAL INCLUSION AND CAPACITY DEVELOPMENT
Job Title	TRAINING OFFICER
Reporting to	FINANCIAL INCLUSION AND CAPACITY DEVELOPMENT MANAGER
Responsible for	Assist the Financial Inclusion and Capacity Development Manager and the Senior Training Officer to ensure the implementation of Financial Literacy and Business Essential Skills trainings takes place according to the annual workplans and ensure monitoring of Financial Literacy and Business Essential Skills trainings under the unit is carefully and regularly monitored and recorded. The Training officer will work under the supervision of the Financial Inclusion and Capacity Building Manager.
Location	CEFI office Port Moresby
Employment Type	3-year Contract

1. Background:

The Centre for Excellence in Financial Inclusion (CEFI) was established as an Association incorporated under the IPA Act and officially endorsed by PNG's National Executive Council, as the industry apex organization to coordinate, advocate and monitor all financial inclusion activities in PNG. In this capacity, CEFI is coordinating the implementation of the National Financial Inclusion Strategy (NFIP) and the National Financial Inclusion Strategy (NFIS).

CEFI's primary responsibility is to promote excellence in financial services, innovate delivery channels and facilitate financial education. CEFI's key roles and responsibilities will include the coordination of all financial inclusion activities and initiatives in PNG by working with stakeholders, including financial institutions, government organizations and agencies, educational institutions, NGOs, faith-based organizations, mobile phone operators, companies and services providers to ensure financial services reach out to the impecunious, un-served and unbanked population in the country.

2. Training Officer Purpose Statement

The Training Officer will be responsible for delivering and monitoring the CEFI trainings on financial literacy and business essential skills. The Training officer will work under the supervision of the Manager Training and Capacity and oversee the delivery of financial inclusion training under the CEFI training partnerships, contribute to monitoring and evaluation of programs and provide recommendations to improve training services.

3. Key Accountabilities

- Conduct Training of Trainer (TOT) Trainings for partners and clients of CEFI and conduct retail training.
- Conduct Direct Retail Trainings for partners and clients of CEFI,
- Assit the Senior Training by identify MOU Partners for FL and BES Trainings,
- Be responsible to ensure MOU partnerships with different stakeholders takes place,
- Be responsible to conduct FL and BES ToT Trainings under the government engagement, community board and NFIS Coordination and Stakeholder Engagement in initiatives,
- Supervise the delivery of Financial Literacy training and Business Essential Skills training by partners.
- Submit training reports and pictures of all the training regular to Financial Inclusion and Capacity Development Manager,
- Closely monitor bank accounts opening for training participants and ensure it is aligned to the CEFI objectives, right after trainings conducted,
- Provide coaching and mentoring support to CEFI's Partners or Field Trainers,
- Collect, prepare and report on financial literacy and Business Essential Skills training case studies.
- Conduct onsite and offsite Monitoring and Evaluation of FL and BES trainings.
- Ensure all partners provide monthly & quarterly reports on time and provide update to Financial Inclusion and Capacity Development Manager,
- Collection of training database of all trainings (FI & BES) conducted by CEFI and report date to Financial Inclusion and Capacity Building Manager,
- Monitoring training roll- out plans per partner institution,
- Provide timely reports, as required by the Financial Inclusion and Capacity Building Manager and the Senior Management of CEFI.
- Assist and support Special Projects Manager on Government Engagement Roll-out Program and activities under CEFI led projects,
- Any other tasks required by the Financial Inclusion and Capacity Developemnt Manager and Senior Management of CEFI.

4. Qualification and Experience

- Degree in Social development, education, business management, social development or related field
- Registered Trainer with National Training Council (NTC)
- 2-5 years experience in conducting training, developing training sessions, implementation and monitoring project activities,
- 2 years experience in conducting Train the Trainer (ToT) trainings,
- Excellent written and verbal communication skills,
- Excellent interpersonal skills, and
- Must be organized and committed.

Submit the following, Cover Letter that addresses the criteria, CV, and Certificates. All applications can be emailed to info@thecEFI.org

Applications closing date: Tuesday 16th May, 2023, 4:30pm