 <b>OXUS</b> DEVELOPMENT NETWORK	Job profile	Operations Officer OXUS DRC	Last Update Octobre 2011
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**Position:** Operations Officer

**Location:** Democratic Republic of Congo, Kinshasa with frequent travel to the regional branches

**Duration:** 24 months

**Starting Date:** December 2011

## I. Job Description:

### About the organization

OXUS DRC is a greenfield Microfinance Institution (MFI), part of the OXUS Group, a global network of MFIs. The OXUS Group has been created in 2005 by ACTED, a leading international NGO operating in 35 countries with a 2010 annual budget of EUR 105 million. The OXUS Group provides microfinance services to around 17,000 clients in Afghanistan, Kyrgyzstan, and Tajikistan with a total loan portfolio of US\$ 18.0 million and a total workforce of c. 500 employees. The OXUS Group is developing its activities in Sub-Saharan Africa and in Asia.

OXUS Development Network (ODN), the services company set up by the OXUS Group provides technical assistance and consulting services to OXUS MFIs and ACTED's various microfinance initiatives. ODN also provides microfinance expertise to other partners (MFIs, networks, investors ). ODN is based in Paris, France.

### About the job

Based in Kinshasa, the incumbent will be the Operations Officer of the subsidiary and will report to the Chief Operations Officer. He/she will be responsible for the credit cycle management of the MFI, with a special focus on portfolio quality, outreach and training of operational staff.

## II. Responsibilities:


- Reinforce OXUS DRC operations in matters related to human resources development, training, internal control, procedures and MIS;
- Contributes to the identification, recruitment and training/coaching of Branch Managers and Regional Managers;
- Actively reinforces the links between Internal Audit and Operations;
- Support the reinforcement of MIS;
- Support the implementation and improvement of operations policies and procedures;
- Support the development and strategic marketing of the organization.

## III. Qualifications and skills required:

- Equivalent Master's degree in management/accounting/finance;
- At least 2 years experience within a MFI would be a plus;
- Good knowledge of IT and good command of MIS would be a plus;
- Rigorous, analytical, with management, organizational and analytical skills, and excellent interpersonal and coaching skills;
- Fluency in French and English is a prerequisite.

## IV. Conditions

- Competitive remuneration according to profile and experience;

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- Benefits: Medical and life insurance, accommodation, food and travel expenses covered;
- Living and security conditions: further information available during the interview process.

## V. To apply:

Interested candidates should send their application by email with reference **OXUS OO / ORC** to:  
Giulio Tamacoldi  
OXUS Development Network, France  
Email: [jobs@oxusnetwork.org](mailto:jobs@oxusnetwork.org)