 <b>OXUS</b> DEVELOPMENT NETWORK	Job profile	ODN IT expert	Last update March 2016
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**Position:** IT Expert

**Location:** Bishkek, Kyrgyzstan, or Paris, France ; with field missions

**Duration:** Permanent contract

**Starting from:** May 2016

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## I. Job description

### About the organization

OXUS is a microfinance network created in 2005 at the initiative of ACTED, the Agency for Technical Co-operation and Development, a French worldwide NGO. Capitalizing on ACTED's 10 years of experience in microfinance, OXUS currently features 4 microfinance institutions (MFIs), in Tajikistan, Kyrgyzstan, Afghanistan and in the Democratic Republic of the Congo.

OXUS Development Network (ODN), the services company set up by OXUS, provides supervision, technical assistance, MIS and investment services to the OXUS MFIs.

ODN is based in Paris, France. OXUS' goal is to operate in at least 6 countries by the end of 2020.

Octopus is the microfinance software used by the 4 institutions of the network. The Octopus team is under the supervision of the Headquarters' Operations department. Yet, the plan is to migrate to a new core banking software (CBS) progressively in each affiliate, starting February 2016.

### About the job


To support the OXUS network's growth, ODN is recruiting an **IT Expert**. He/she will be under ODN Chief of Operations (COO), in the Operations Department. The department is composed of the COO, 3 operations experts, 2.5 developers and two interns. He/she will support the CBS migration, supervise the 2.5 developers and provide IT technical assistance to the OXUS MFIs.

The IT Expert will be located in OXUS headquarters in Paris, France or in Bishkek, Kyrgyzstan, where the developers are located. He/she should be ready to travel up to 50% of his/her working time, to any of OXUS countries of operations.

The IT expert will mostly interact with the MFIs MIS Managers, ODN Operations team, and the CBS project team.

## III. Responsibilities

- **Develop IT capacities in the OXUS network**
  - Develop, document and supervise the implementation of IT standards for the network (Security, hardware, software [commercial, open-source, in-house], systems architecture, risk monitoring, internal control system,...)
  - Identify training needs and organize both internal and external training for ODN and MFIs staff
- **Participate in the CBS project**
  - Coordinate with the CBS provider on the technical aspects (technical specifications, hardware requirements, systems architecture, security strategy and management, ...)
  - Define and implement the technical architecture required to operate the new CBS
  - Supervise the data migration from the legacy system to the new CBS

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- Ensure and foster good use of the CBS and reporting tools
- **Support the OXUS MFIs in defining and implementing their IT strategy**
  - Supervise the MFIs IT projects
    - Software and IT tool projects: Alternative delivery channels software, interfaces and integration with external systems, Mobile Financial Services software, interfaces and integration with external systems (e.g. mobile money solution, SMS banking solution), Reporting tools, credit risk tool, Survey software, CRM software, HR tools and software, Finance tools and software, ...
    - Technical architecture and IT security projects
  - Support MIS managers for hardware procurement (quality of material, tariff negotiation ...) and connexion services agreement
- **Supervise Octopus team**
  - Coach the team and supervise the communication with the OXUS MFIs (Information on new developments, understanding of the bugs identified by the affiliates...)
  - In partnership with the Operations teams (ODN and affiliates) define quarterly the scope of the Octopus developments
  - Support the team in order to fix the bugs in reasonable delay and to provide developments tested on time and in line with the requirements

## II. Qualifications and skills required

- Master's degree or equivalent from IT university or engineering school
- A 3 year experience minimum in IT, an experience in the microfinance or financial sector is a plus
- Experience in a multicultural working environment
- Strong organizational and analytical skills as well as interpersonal skills
- Interest in microfinance, Central Asia and/or the DRC
- Fluency in English and French is a prerequisite, Russian and/or Dari knowledge is a plus

## III. Conditions

- Open-end contract
- Salary according to the candidate's experience

## IV. To apply

Please submit an application letter together with a detailed CV, in English, highlighting (1) relevant experience, proven skills, and (2) references to the following email address: [jobs@oxus-fr.org](mailto:jobs@oxus-fr.org).