

Grant Development Intern in Microfinance M/F

The Operations division supports Advans nine microfinance subsidiaries in their credit, deposit and financial services activities in both urban and rural areas. The division is in charge of capitalizing on the know-how built in the network by developing and sharing a set of group standards, procedures and best practices. It is also responsible for monitoring the operational performance of subsidiaries.

The assignment will last 6 months.

The Advans Group

Advans was created in 2005 with a group of major international Development Finance Institutions (BEI, KfW, FMO, FISEA (AFD Group), IFC and CDC). Advans' mission is to respond to the need for financial services of Micro, Small and Medium-sized Enterprises (MSMEs) and other populations that have ill-adapted, limited or no access to formal financial services, through providing tailored financial services in a sustainable and responsible manner.

The Advans group currently spans the following countries: Cambodia, Cameroon, Côte d'Ivoire, Democratic Republic of Congo, Ghana, Myanmar, Nigeria, Pakistan and Tunisia. Advans International, as head office of Advans Group, supervises each Advans network affiliate and provides technical as well as financial support. Advans MFIs serve over 750,000 clients, for an outstanding loan portfolio of over EUR 770 million and total deposits of over EUR 400 million; the group also employs almost 6,500 staff.

Role and Responsibilities

Since its founding, welcoming Interns and Volunteers has been an integral part of the Advans Group's foundation and success. As Grant Development Intern, you will contribute your ideas and expertise to expanding our reach and impact while taking on immediate and significant responsibilities. In addition to learning on the job, you'll take part in a variety of other transversal projects and events that will accelerate your professional growth while learning about the microfinance and retail banking sectors in developing countries.

The Grant Development intern will support Advans Group in mobilizing key resources to implement Advans innovative projects (such as: process digitization, big data usage through scoring, agri value chain finance, alternative delivery channels, etc.). The main responsibilities will be as follows:

- Contribute to the definition of the grant mobilization strategy
- Design innovative projects with high potential impact that help affiliates achieve their missions
- Research and evaluate new funding opportunities
- Develop and write grant proposals in English and in French
- Assist with donor events
- Identify all requirements of grants to ensure all necessary attachments are submitted on time
- Maintain working grant calendar and track submitted grants
- Correspond with Advans affiliates and grant providers, including following up to check the status of proposals

- ⊕ Prepare accurate and timely progress reports; regularly inform supervisor of project status and established timelines or goals
- ⊕ Stay informed of local political, environmental and business developments that may affect funding and programs
- ⊕ Perform other duties as assigned

The internship is based in Paris, full time and remunerated.

Profile

- ⊕ Bachelor or equivalent in relevant field. Master degree is preferred
- ⊕ 1 previous internship / work experience in project management, administration or equivalent
- ⊕ Previous experience in supporting a grants function is a plus: i.e. grant writing, editing formal written materials
- ⊕ Must be eligible to work in France

Required Skills

- ⊕ Excellent written and oral communication skills in English
- ⊕ Good written and oral communication in French
- ⊕ Good interpersonal skills
- ⊕ Good judgment and problem-solving skills
- ⊕ Strong organization and time management skills

To apply

Please go to the Job Opportunities (“apply now”) page of our website www.advansgroup.com.

Only shortlisted applicants will be contacted. You will find more information on our website www.advansgroup.com.