



## PROJECT OFFICER- INCLUSIVE INSURANCE MARKET DEVELOPMENT

**JOB PURPOSE:** The role of the Project Officer-Inclusive Insurance Market Development is responsible primarily to provide results-oriented leadership in designing, implementing and managing interventions aimed at increasing access to insurance for low-income households and individuals. This position reports to AFR's Director of Programs who is also the Inclusive Insurance Market Development Lead and is a technical expert role in market facilitation for developing an inclusive insurance market in Rwanda. The objective of this role is to initiate and implement interventions that addresses the systematic market and regulatory constraints that hinder access to insurance services for the low-income market segment, particularly, households and individuals that are currently financially excluded. The role is responsible for ensuring excellent relationships with, and service delivery to, implementing partners and other key stakeholders; and for ensuring that projects deliver against the goals and targets laid out in the results management framework. The Project Manager for inclusive insurance.

**REPORTS TO:** Director of Programs

**SUPERVISES:** None

### SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures	Notes from Review
As requested by the Director of Programs to work participatively with implementing partners in order to develop a comprehensive portfolio of influential and impactful projects	Carry out partner and market gap analysis, due diligence assessments and risk profile	<ul style="list-style-type: none"><li>• According to standard operating procedures and Risk &amp; Compliance manual</li></ul>	
	Support partners in the development of ideas for projects and completing the relevant paperwork	<ul style="list-style-type: none"><li>• Comprehensive portfolio of projects identified in line with the strategic targets</li></ul>	
	Support the Director of Programs in writing a Grant Appraisal Report for each project in accordance with AFR's policies and procedures	<ul style="list-style-type: none"><li>• Investments Committee does not reject application because of incomplete or poor quality Projects Appraisal Reports</li></ul>	

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	Liaise with key stakeholders and Service Providers to ensure that applicants and grantees are fully empowered to implement their projects	<ul style="list-style-type: none"> <li>• Partners facilitated to fill in paperwork according to the AFR application format</li> <li>• Project review indicates that the applicant/grantee and stakeholders are satisfied with the performance of the project</li> </ul>	
	Support the Director of Programs in the collection of project costings and other data that will result in accurate budgeting and resource utilisation for each project	<ul style="list-style-type: none"> <li>• The Director of Programs empowered to provide regular feedback to Finance &amp; Administration Manager on the current state of project expenditure</li> </ul>	
	Support the Director of Programs in logistics and administration work related to projects including but not limited to support for meetings, events etc.	<ul style="list-style-type: none"> <li>• Positive feedback on program meetings and events logistics</li> <li>• Well maintained records, project files</li> <li>• Document control procedures in place and adhered to</li> </ul>	
Participate in conducting partner capacity needs analysis to determine and design and deliver appropriate capacity building programs and provide specialized technical expertise related to focused thematic areas (e.g. agriculture index insurance, micro insurance, claims handling, delivery channels and awareness creation) and keep current on new developments within assigned areas and build partner internal teams' capacity on these topics.	Participate in in the development and planning of AFR's capacity building interventions	<ul style="list-style-type: none"> <li>• Full participation and engagement in the activities of project teams for the assigned projects</li> </ul>	
	Identify gaps, and develop adequate and tailor made training to specific target groups	<ul style="list-style-type: none"> <li>• Training needs/gaps identified</li> </ul>	
	Plan and organize training and awareness sessions, and develop materials	<ul style="list-style-type: none"> <li>• Appropriate materials developed</li> <li>• Professional organization of training in terms of timely invitations, venue, technical facilities, etc.</li> </ul>	
	Conduct capacity building for partners	<ul style="list-style-type: none"> <li>• Success rating based upon feedback from participants</li> <li>• Measures taken to verify the use of the training</li> </ul>	

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To contribute towards the implementation of projects, ensuring that the desired results, and final impact, are achieved on time and to standard	As deployed by the Director of Programs work collaboratively with other Project Team members to ensure the success of AFR projects	<ul style="list-style-type: none"> <li>• Ensure full understanding of project goals and of personal role and responsibilities on each project</li> <li>• Manage personal schedule to ensure delivery against expectations; taking the initiative to report any challenges to the Director of Programs</li> <li>• Feedback from Director of Programs indicates a valued contribution towards the success of each project</li> </ul>	
	Proactively build relationships with each implementing partner (IP), ensuring their satisfaction with each stage of the project	<ul style="list-style-type: none"> <li>• Project review indicates that the Implementing Partner is satisfied</li> <li>• Support and capacity building organised for IP in case of difficulty</li> </ul>	
	Work with implementing partners to assist them in implementing their projects according to the project plan	<ul style="list-style-type: none"> <li>• IP project implemented and completed in a timely fashion</li> <li>• Project file kept complete at all times</li> </ul>	
	<ul style="list-style-type: none"> <li>• Support implementing partners in producing M&amp;E reports on time and to standard</li> <li>• Monitoring of project objectives, targets, implementation plans; prepare progress reports and use tracking tools</li> <li>• Contribute to the development of, and use frameworks to analyse the performance of partners; provide technical feedback, and take corrective action as required</li> <li>• Conduct onsite evaluations as requested</li> </ul>	<ul style="list-style-type: none"> <li>• IP reports produced on time and to standard</li> <li>• Timely Monitoring Reports</li> <li>• Mid-term and end-term projects evaluations effected</li> </ul>	
To participate in rolling out the partner-facing aspects of the communications plan and contribute significantly to analyzing, documenting	<ul style="list-style-type: none"> <li>• Working with the Director of Programs and Head of Communications &amp; Market Development carry out communications and advocacy activities as per the communications strategy and plan</li> </ul>	<ul style="list-style-type: none"> <li>• Action plans that are allocated to the Project teams are delivered on time and to standard</li> <li>• Following the approved guidelines for communication</li> </ul>	

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and disseminating lessons learned from projects implementation and support market development and capacity building	<ul style="list-style-type: none"> <li>• Participate in the development of communications materials as requested by the Head of Communications and Market Development</li> <li>• Document (or facilitate the documentation of) experiences of partners and other stakeholders, extracting relevant lessons and good practices; draft Emerging Insights</li> </ul>	<ul style="list-style-type: none"> <li>• Materials (projects briefs, focus notes and articles, etc.) developed on time and to standard</li> <li>• Contribute to the production of the annual report on time and to standard</li> </ul>	

And other duties as requested by the **Director of Programs**

## REQUIREMENTS OF THE ROLE

### Educational Qualifications:

- Minimum of university degree in (insurance, economics, actuarial science) or other relevant field
- Master's degree in Development Studies, or MBA preferred
- Professional certificate in Insurance (ACII or Expert in Micro insurance) is an added advantage, but not a must
- Certificate in Project Management
- MS Office Experience

### Job related experience and knowledge:

- At least 5 years of professional experience in the insurance/ or micro insurance industry or other relevant industry, with
- At least two years' of experience working with informal groups, MFI's, and rural banking environment
- Experience with community development work is an added advantage.
- A sound understanding of the Agriculture Insurance (crop and livestock) or Micro insurance Sector
- Demonstrable skills and abilities in grant systems development and implementation
- Proven experience in proposal writing
- Good planning / organization skills
- Results oriented
- Demonstrable experience in data and information management
- Have very good written and spoken English and Kinyarwanda
- Proven experience in managing logistics and coordination of team activities
- Demonstrable experience in building and maintaining relationships

## COMPETENCIES

Competency	Level 1 <i>Standard</i>	Level 2 <i>Advanced</i>	Level 3 <i>Expert</i>
Getting Work Done		√	
Proactivity and Innovation		√	
Influencing	√		
Learning and Expert Status	√		
Relationship Building & Management	√		
Thinking and Problem Analysis	√		

## SIGNATURES

Name of Job Holder:	Signature(s):	Date:	Name of Supervisor:	Signature(s):	Date:
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