



Sanabel – The Microfinance Network of Arab Countries

Legal Status: Not for Profit

Vacant Position: Training Manager

Closing date: 5th July 2009

Location: Cairo, Egypt

Management and Reporting:

- Supervises the Training Program Coordinator
- Reports to the Deputy Executive Director

Background:

Sanabel was established in 2002 by 17 founding members from 7 Arab countries as a membership-driven regional network of microfinance institutions in the Arab world. Currently there are 70 Sanabel members from 12 Arab countries. It is estimated that Sanabel members are serving 2.6 million clients representing 83% of the total microfinance clients in the region.

Sanabel advocates for growth, innovation, best practices and standardization of the microfinance sector in Arab countries.

Key objectives include:

- 1- Strengthen the capacity of MFIs through needs-based training, technical assistance and peer exchanges.
- 2- Advocate for a positive and conducive microfinance environment and for the inclusion of microfinance in the financial sector.
- 3- Promote microfinance best practices among stakeholders in Arab countries through transparency, standardization, peer learning and information exchange efforts.
- 4- Foster innovation in the microfinance sector by researching and highlighting leading trends in technological developments, product diversification and new financial services.

Job Description:

Sanabel is recruiting a Training Manager, to be based in Cairo, Egypt, who will be responsible for designing and implementing a business plan and strategy for the Training Department. The Training Manager will be expected to manage the development / updating and delivery of microfinance courses in various disciplines.

More specifically, the Manager will be expected to (1) Establish partnerships with local partners throughout the region, (2) Identify and review the ranking of exiting trainers and master trainers to ensure diversity of trainers in the region based on geographical location, (3) Review and update existing curricula, (4) Suggest new courses to bring to the region, (5) Manage the translation of courses into Arabic (and French whenever applicable); (6) Setting

the training schedule and calendar for the year, (7) Ensure that trainers costs, content updating and development, training delivery (both Training of Trainers and training of microfinance staff), and evaluations and follow-up are all conducted according to annual budget and performance targets set within overall plan and strategy, (8) Organize peer learning opportunities and/or learning exchanges for members, (9) Facilitate discussion groups and forums on microfinance topics on the web, and (10) Ensure that members are aware of all capacity building activities taking place in the region.

Essential Job Functions:

- Course development:
 - Conduct member needs assessment to determine gaps in Sanabel and industry course offerings;
 - Identify existing courses for translation into French and Arabic;
 - Develop partnerships through which new courses can be developed specifically for the region;
 - Modify or create new versions of existing courses to meet the needs of the both emerging and developed members;
 - Ensure consistent and high quality for all Sanabel materials and translation.
- ToTs and training courses:
 - Establish and document training procedures and ensure their consistent application;
 - Develop annual training schedule and ensure participant and trainers are available;
 - Oversee training logistics including the hiring of trainers;
 - Market training courses beyond Sanabel members;
 - Develop business models to improve sustainability of training program;
 - Ensure a high quality training program based on member and industry needs.
- Peer learning:
 - Develop a peer learning program for Sanabel's members including facilitated sessions by topic and job function;
 - Establish working groups, forums and discussion groups in coordination with other Sanabel staff, draft reports with findings and best practices;
 - Establish a peer learning exchange program for Sanabel members.
- Fund raising/donor reporting:
 - Write funding proposals
 - Ensure Sanabel's compliance with funding agreements and reporting requirements and maintain positive relations with donors;
- Develop and monitor training budgets;
- Representation:
 - Manage and expand contacts with all relevant regional microfinance actors, with a focus on MFIs and networks;
 - Represent Sanabel at regional and international conferences and events; to donors, officials and other player as requested;
 - Maintain a positive and productive working relationship members, trainers and donors;
- Participate in Sanabel's strategic planning process; proposal development and fund raising activities as requested;
- Serve as a key member of the annual conference organization committee;
- Other duties as requested by the Deputy Executive Director.

Required Knowledge, Skills, and Abilities:

- Fluency in English and Arabic (French is a plus);
- Detail-oriented professional with strong analytical and problem solving skills;
- Excellent interpersonal and inter-cultural communication skills; ability to work in a team-environment;

- Ability to write and deliver presentations to large groups;
- Self-motivation, capable of independent decision-making, and ability to meet deadlines;
- Customer service orientation.

Education and Experience:

- Five years experience as a training manager or adult learning expert or the equivalent;
- Experience in the design of training courses or adaptation of courses to a regional context;
- Three years microfinance experience;
- College degree in education, adult learning, training or related subject;
- Experience working across the MENA region preferred;
- Extensive knowledge of MS Word, MS Excel, and MS PowerPoint in a Windows environment is required.

Sanabel will offer a remuneration package and benefits commensurate with the qualifications and experience of the successful candidate. Interested candidates are encouraged to apply by submitting a cover letter highlighting qualifying skills and experience along with curriculum vitae to jobs@sanabelnetwork.org. Candidate submissions should be received not later than July 5th 2009. Only short-listed candidates will be contacted to arrange for interviews.