



**Organization: Financial Sector Deepening, Tanzania**

**Job Title:** Digital Finance Advisor

**Areas of expertise:** Digital financial products and services, mobile money, mobile banking, payments, agency banking, agent networks, and financial inclusion policy and regulations

**Location:** Dar es Salaam, Tanzania

**Duration:** Two-year contract

**Financial Sector Deeping (FSD), Tanzania**

Financial Sector Deepening Trust, Tanzania, aims to further develop the country's financial system to provide greater access and usage to financial services to more Tanzanian men, women, and enterprises. Incorporated in July 2004, FSD Tanzania's mission is to generate sustainable improvements in the livelihoods of poor households through reduced vulnerability to shocks as well as increased incomes and employment. FSD Tanzania's vision is to achieve improved capacity and sustainability of the financial sector in Tanzania by meeting the needs of small-to-medium enterprises (SMEs) and individuals.

FSD Tanzania's website: <http://www.fsd.or.tz>

To achieve this aim, FSD Tanzania has four main strategic objectives:

1. Improved policies and legal/regulatory frameworks
2. Enhanced market infrastructure and support services for financial service providers
3. Improved financial services that meet the needs of urban and rural enterprises and individuals
4. Data gathering and dissemination for delivery of financial services

FSD Tanzania is keen to increase adoption and usage of digital financial services. Augmenting alternative channels to deliver financial services appears to have the greatest potential impact on the landscape of access to and usage of financial services in Tanzania.

**Primary Responsibilities**

The Digital Finance Adviser will focus on using mobile money, electronic payments, agency banking, and other forms of technology to promote financial inclusion in Tanzania. The role will work with the Digital Finance team at FSDT to develop, implement, and manage the organization's strategic and business plan objectives related to extending financial services, particular for women and youth in rural areas.

This role will be responsible for managing FSD Tanzania's Digital Financial Services initiatives, related to product development, infrastructure, and innovation, at the Macro, Meso and Micro levels. These initiatives will support policy and regulatory work, address market asymmetry, support mobile network operators, increase agency banking, all to drive access and usage of digital financial services among underserved, poor and rural populations across the country.

**Core responsibilities of this role include:**

- **Managing and developing FSDT's digital financial services portfolio** of projects and investments related to products, infrastructure, and regulations. Overseen by the Head of DF, the DF Adviser will engage in all stages of project cycle management, from the gestation of an idea to monitoring and evaluation of investments. Key steps will include: market analysis, strategic and business planning, strategic linkages, investment opportunity development, project appraisals, as well as monitoring and evaluation.

The DF team will design, evaluate, and drive potential investments in digital financial services, mobile money, electronic payments and agency banking. Overseen by the Head of DF, the Adviser will work to get approval from the Senior Management Team, Investment Committee and or Board; contribute to the drafting of necessary funding agreements; and be closely involved in the monitoring and, eventually, evaluation of investments.

Strategically, this role will assist the Head of DF to define and develop the types of interventions that will result in dramatic uptake of digital financial services in Tanzania. Further, this role will ensure that the objectives within the country's Financial Inclusion Framework are taken into consideration to ensure alignment and support of the government's financial inclusion objectives/goals.

- **Providing specialist advice on digital financial services, mobile money, electronic payments and agency banking** to mobile network operator (MNOs), financial service providers, third party support service providers, and other relevant entities to help them advance their efforts in financial inclusion.
- **Partnering with other themes to integrate digital solutions in their portfolios.** Agricultural finance, SME finance, micro-insurance, and other financial inclusion products/portfolios are likely to require digital elements to achieve scale. The DF Adviser will work with the DF team to provide advice and support to build on a stronger digital component across all portfolios. In addition, this role will help to identify relevant research activities that will further the DF goals.
- **Collaborating with donors and other market players driving DF agendas in Tanzania.** The DF Adviser will strive to work closely with other funders in the Tanzanian market to minimize duplication of effort and to maximize impact.
- **Supporting the Head of Digital Finance, Operations Director, Executive Director, and other management** in developing and implementing FSD Tanzania's broader strategies and business plan.

The DF Adviser will report to the Head of DF. Travel within Tanzania and other Sub-Saharan African countries will be required. Travel outside of the continent will also be required, on occasion, to augment expertise on the state-of-the-art digital financial services industry.

***This role will be a two year contract, subject to performance. The contract may be renewed by mutual agreement.***

## Detailed Activities

In addition to the above general responsibilities, the DF Adviser will be expected to work with the DF team to:

### **Regulatory Policy**

- Support the Head of DF to engage with the Bank of Tanzania (BoT) and other regulators to provide strategic inputs and policy level assistance related to digital financial services development
- Collaborate with the Head of DF to liaise with the BoT through relevant working groups, TCRA and other relevant agencies of Government of Tanzania to ensure FSD Tanzania responds effectively to policy initiatives
- Maintain global links with sources of emerging best practice, so global knowledge can be contributed to key debates
- Provide experience from field level work to higher level policy debates

### ***Digital Financial Services Portfolio***

- Implement investment initiatives focused on the development of products and services aimed at accelerating financial inclusion and rural access
- Implement investment initiatives focused on the development of agent networks to fuel the integration of digital financial services for financial inclusion and rural access
- Assess potential new investments and undertake necessary due diligence
- Prepare appraisal documents and presentations for FSD Tanzania's investment and steering committees, ensuring participants have access to key information in a timely manner
- Support (by providing input and reviews) Program Administrator in drafting of funding agreements, and negotiate funding agreements with potential investees
- Work with Finance Manager to prepare funding agreement and disbursements to implement approved projects
- Monitor and evaluate DF projects to ensure achievement of targets set out in the funding agreement
- Manage appropriate exits from investments, including identifying and co-ordinating with new institutional investors
- Draft project completion reports
- Provide regular project reports for FSD Tanzania's investment and steering committees as requested

### ***Technical Assistance***

- Support the Head of DF to organize and manage technical assistance to MNOs, financial institutions, and other stakeholders; including supporting these stakeholders to develop proposals for FSD Tanzania
- Support market analysis, strategy and business planning - including identifying information gaps in market and institutional knowledge, customer proposition and related processes
- Support the Head of DF to identify, select and contract with consultants to provide technical assistance
- Support research and knowledge dissemination – including preparation of focus notes, running of industry forums, presentations of case studies, and annual benchmarking reports

### ***Strategic and Business Planning***

- Support the successful implementation FSDT's strategy for digital financial services
- Collaborate with donors and other investors in digital financial inclusion in Tanzania to maximize collaboration and to minimize duplication of effort
- Provide a coordination function within Tanzania to maximize market efficiencies
- Support the Head of DF to liaise with international institutions, other donor programs, and investors to improve capacity, promote greater harmonization of approach, and maximize the achievement of FSD Tanzania's goals

### **Management**

- Manage DF products and regulations portfolio, ensuring high levels of success
- Work closely with peers to ensure that digital financial services does not function in a silo, but rather provides support across the organization
- Support the Head of DF, the Executive Director and the Operations Director as required

### ***Operations and Administrative Duties***

Most administrative tasks will be handled either by the Finance Manager or the Programme Administrator. However, given the small size of the FSDT team, all members will be expected to provide necessary requested input to the administration and finance team with regards to contract and disbursement of projects.

### ***Fiduciary Responsibility***

The DF Adviser will take all reasonable steps to avoid financial losses to FSD Tanzania, control fraud both internally and externally, comply with operating policies and procedures, ensure full transparency and accountability to Trustees, maintain and protect key financial records and data, safeguard confidential information, and avoid damage to the public reputation of the Trust.

### **Knowledge, Experience and Skills**

Respondents should have at least 4 years' experience working in financial services, telecom, mobile money, electronic payments, and/or agency banking within MNOs, private financial institutions, consulting firms, or a combination of these. In addition, candidates should have knowledge of related regulations, as well as the ability and confidence to engage across various levels within the Bank of Tanzania, financial ministries, and other government agencies. Experience working in Africa or other developing country contexts is required.

Interested parties should have a strong commitment to FSD Tanzania's goals and objectives. Prior experience preparing and managing grant agreements, subcontracts, and investments is desirable. Since FSD Tanzania is a small organization, flexibility and willingness to work with tight deadlines is a requirement of this role. Candidates should be persistent, patient, and unflappable under pressure.

Successful candidates will have strong educational credentials in a relevant subject (e.g. economics, business law, telecommunication, finance, accounting, business, but others will be considered). Please also have excellent written and spoken English, and the ability to be an excellent team player. Other requirements of this role include being a good planner, clear and logical thinker, and good negotiator. Have experience effectively managing budgets, and be able to transfer skills effectively to colleagues and counterparts.

The deadline for sending applications is 21<sup>st</sup> October 2016. Please send resumes and cover letters to:

Attn: Angela Rwegellera  
 HR Consultant  
 Deloitte Consulting Limited  
 Email: [vacancy@fsdt.or.tz](mailto:vacancy@fsdt.or.tz)