

Job announcement: **Microinsurance Network Interim Executive Director**

The Microinsurance Network is recruiting an Interim Executive Director to manage the Network Secretariat for a period of six to nine months, starting in February 2016.

Field of activity

The Microinsurance Network is the only global multi-stakeholder platform of microinsurance industry and experts committed to promoting the development and delivery of valuable insurance services for low-income people. We are a member-based organisation with some 80 institutional members from over 30 countries, stemming from the insurance industry, as well as governmental and development organisations. The Network is a non-profit organisation and has its legal base and Secretariat in Luxembourg.

The Network believes that access to insurance is essential to sustainable development and that the world's poor will not achieve lasting prosperity without it. Existing access is insufficient and approaches based on insurance principles are the best way to provide access to risk management tools. The collective action by Network members provides the critical knowledge to the organisations that drive improvement to yield lasting prosperity for the billions of people and small businesses who need it.

The Network promotes the development and delivery of effective insurance services for low-income people. We foster dialogue between regulators, supervisors and industry to seek a balanced regulatory environment that incentivises industry participation, as well as offering a space in which seekers and providers of insurance solutions can come together around specific issues and engage in a way that is beneficial to the sustainability of the sector. See more at:

www.microinsurancenet.org.

The Network is currently in the process of developing its second five-year strategic plan and is seeking an Interim Executive Director to manage the Secretariat team for a period of six to nine months starting in February 2016.

Your tasks

The holder of this position bears the responsibility for achieving the objectives of the Network with the financial and operational resources available in support of the Network's Charter, strategy and work plan.

To achieve these objectives, the Interim Executive Director will be responsible for the following task areas:

- 1. Management of the Secretariat of the Network in line with the decisions by the Board as laid down in Charter, work plan and strategy of the Network.**
 - Execute and support the work plan for the Network
 - Plan, initiate, steer and monitor global and regional activities
 - Monitor and develop the annual budget of the Network and ensure that sound bookkeeping and accounting procedures are followed
 - Deliver periodic activity and financial reports to the Board

- Ensure the required staff capacity and skill set in the team. In coordination with the Board (HR Committee), determine staffing requirement for the programme delivery
 - Coordinate consultant expertise to support the activities of the Network where necessary
 - Develop and maintain a robust impact monitoring framework
 - Assist in the development and implementation of systems for all regular processes of the Secretariat
 - Assist in building capacity of the staff, assist them to streamline their processes for greater efficiencies and monitor their performance.
- 2. Fundraise for the Network’s core, regional and global activities**
- Support fundraising activities
 - Assist the Board in the identification of new sources of funding
- 3. Advocate for inclusive insurance in public forums and establish new partnerships**
- Contribute to the promotion and visibility of the Network and represent the organisation at global fora when requested by the Board
 - Support efforts of Board and members in representation activities
- 4. Support the Board in developing and implementing a strategic plan for the future**
- Advise the Board on considerations for strategic discussion and decision-making
 - Contribute to defining and then executing the steps needed to implement the strategic plan adopted by the Board
 - With Secretariat staff help to build and maintain close relationships with key partners and stakeholders who can support the immediate and future objectives of the Network

Your profile

The successful applicant will have a mix of the following skills and experience:

- Strong management skills, with at least 5 years’ experience
- Strong organisational, process and personnel management skills, including change management
- Excellent analytical skills
- Working experience in the insurance industry
- Professional experience in financial sector development, supporting financial inclusion in the insurance field
- Excellent interpersonal, communication, liaison and cross-cultural skills
- Proficiency in spoken and written English

Assignment period

February through November 2016

Other information

If you are interested, please apply by sending your CV and Cover Letter to jobs@microinsurancenetwork.org. The deadline is **24th of January 2016**.

For questions contact

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