

GRET is looking for

A project manager in the micro-insurance field at its head office

#### ■ **Context**

Gret, a French non-profit association of professionals for fair development founded in 1976 is currently working in more than 30 countries. Gret intervenes in the main fields of economic and social development with a strong focus on partnership and research. Its actions combine long term projects, expertise and consulting activities, contribution to public policies and publications.

In the *Microfinance and Small Business* team, Gret created a micro-insurance programme which includes project management, expertise (identification, feasibility, and evaluation), research and publication and contributes to the definition of social policies. This programme includes health insurance activities and is aiming at covering other products such as credit insurance and crop insurance.

#### ■ **Job description, functions and responsibilities**

With the objectives of developing the micro-insurance programme and consolidating its head office team, Gret is looking for a project manager, specialized in micro-insurance.

Under the supervision of the micro-insurance programme manager, the project manager will be in charge of the follow-up of existing micro health insurance projects (Cambodia and Laos): strategic orientation, action planning and follow up, field team management, relationships with partners and donors, financial planning and follow-up, input on project institutionalization when needed.

In addition the project manager will contribute to elaborating and negotiating new projects with donors, participating in Gret's communication and integration in micro-insurance networks, conducting expertise and consulting missions, contributing to capitalizations and publications on Gret actions.

#### ■ **Profile and qualifications**

- ▷ Bachelors or Masters Degree in the areas of health economy, insurance or business school;
- ▷ At least a 5 year professional experience, of which minimum 3 in the management of micro-insurance projects;
- ▷ Ability to conceive and lead development projects in developing countries;
- ▷ Experience in other fields of the microfinance team (microfinance, business development services) would be appreciated;
- ▷ Good analytical abilities and good writing skills;
- ▷ Ability to manage a team, autonomy;
- ▷ Geographical mobility (numerous short term missions to be conducted);
- ▷ MS Office and Internet practice;
- ▷ Languages: fluency in spoken and written French required, good fluency in English required, Spanish or Portuguese would be appreciated.

■ **Job conditions and starting date**

The position would be a full time contract with no limit of duration based at Gret's Head Office in Nogent-sur-Marne, France (15 from the centre of Paris), with numerous missions in developing countries. The position would be part of the *Microfinance and Small Business* team.

Salary will be established based on Gret's internal salary grid.

Starting date: as soon as possible.

■ **Contact**

Curriculum and application letters must be sent before April 30<sup>th</sup> 2010 to:

Madeleine Mboke ([mboke@gret.org](mailto:mboke@gret.org))

**Please do not call.**

To know more about GRET: [www.gret.org](http://www.gret.org)