



## Research and Project Assistant

### PlaNNet Finance

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PlaNNet Finance's mission is to help poor people develop income generating activities, in order to sustainably improve their living conditions. PlanNet Finance has a worldwide Network of 122 experts and is active in about 50 countries. It offers advisory services and technical assistance to microfinance actors so as to improve their financial and social performance as well as supporting microentrepreneurs in their endeavours. PlanNet Finance also contributes to the improvement of knowledge and spreading of good practices in microfinance. PlanNet Finance is member of the PlanNet Finance Group.

*Planet Finance has headquarters in Paris, France, and is active throughout the world in Europe, the US, Latin America, Asia, Africa and the Middle-East. It is organized by regional platforms, supporting smaller & leaner local offices.*

*PlaNNet Finance's Middle East Regional office is based in Cairo, in Egypt.*

[www.planetfinance.org](http://www.planetfinance.org)

[www.planetfinancegroup.org](http://www.planetfinancegroup.org)

### PlaNNet Finance in the Middle East

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PlaNNet Finance Middle East manages microfinance programs in many countries of the region: Egypt, Oman, Lebanon, Bahrain, Syria, and Palestinian Territories... PlanNet Finance Middle East is composed of 3 permanent offices:

- **PlaNNet Finance Egypt:** This office is the coordinating office for PlanNet Finance Middle East activities and is dedicated to the development of microfinance sector in Egypt. It also aims at developing a range of expertise in the region.
- **PlaNNet Finance Palestinian Territories:** This office is dedicated to the development of microfinance program in the Palestinian Territories, with specific political and economic conditions.
- **PlaNNet Finance Dubai:** The office is in charge of fundraising for the development of the microfinance sector in the region.

### Job description

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Research and Project Assistant will intervene in the following areas:

#### Research and Survey Projects

- Prepare and draft the survey tools (questionnaires, qualitative focus groups guidelines)
- Data analysis: work with excel databases, with SPSS and SPHINX, producing graphs and charts
- Produce research and survey reports



### **Microfinance Technical Assistance Projects**

- Assist Project Managers and the Country Director in different tasks as per required by the projects
- Participate in drafting proposals, presentations and communication tools
- Desk research about Microfinance and Development Issues

### **Qualifications**

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- Studies in Economics and Statistics
- Master Excel and other statistics tools such SPSS and Sphinx
- First experience in Research position would be a plus
- Fluency in English and Arabic – ability to work in both languages (both written and spoken)
- Strong organization and analytical skills
- Ability to work under pressure with deadlines
- Ability to work in a team and be able to work with autonomy

### **Conditions**

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- > **Contract:** one year renewable
- > **Starting date:** 1<sup>st</sup> of May 2013 (at the latest)
- > **Compensation:** based on PlanNet Finance salary grid
- > **Localization :** Cairo, Egypt
- > **Documents to be sent :** CV + motivation letter
- > **Deadline for application:** 10<sup>th</sup> of April 2013

### **Contact**

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*Please send your cover letter and resume in English to [cserveire@planetfinance.org](mailto:cserveire@planetfinance.org) and [habelkader@planetfinance.org](mailto:habelkader@planetfinance.org)*