



## JOB DESCRIPTION

**POSITION:** Associate Vice President, Financial Inclusion **LOCATION:** New Delhi

**REPORTS TO:** Vice President, Financial Inclusion **LEVEL/GRADE:** Sr. Manager/AVP

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### About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at [www.accessdev.org](http://www.accessdev.org)

### Position Summary:

The position will require managing projects in several states, establishing business development and partnerships across the sector, and supporting the financial inclusion team in sub-initiatives.

It also requires knowledge of the financial inclusion ecosystem and all-important stakeholders in the sector. Strong communication and network skills to engage with policymakers, government stakeholders, partner CSOs, and thought leaders are critical to this position.

### Responsibilities:

#### Program Implementation and Management

The Reserve Bank of India (RBI) initiated the Pilot CFL project in 2017 in 100 blocks to strengthen the financial literacy and inclusion level. In the 3rd phase of this initiative, ACCESS is allocated CFL centers in different states including Punjab, Bihar, Maharashtra and more. The responsibilities of the Associate Vice President under this project are:

- Establishment of the CFL centers at the identified base blocks according to the proposed timeline.
- Support in the process of selection and identification of the block-level team members, and community volunteers.
- Supervising and supporting the team members in developing the implementation plan of the CFL centers according to the SAP (State Action Plan).
- Develop the training and IEC material and plan the training methodology and training action plan to achieve the target.
- To provide leadership and program management support to the team, and regular monitoring (monthly basis) of the implementation and target/deliverables to be achieved.





- Conduct regular field visits to the blocks to check the quality of the training, keep track of the impacts on the ground, conduct regular assessments of the training, data management, and regular updates on the MIS portal.
- Regular back-and-forth assessment of the program's effectiveness and discuss it with the team leader and the team members for possible solutions.
- Support in the administrative process to the block team including center management, IT-related issues, regular documentation of bills and data, MIS, and more.
- Establish rapport with the concerned government and other stakeholders. Liaison with the state and district administration and attend meetings with the stakeholders.

### **Business Development and Partnerships**

- Initiate Business Development and Resource Generation.
- Support the business development by attracting stakeholders including central/state governments, partners, and new CSOs.
- Manage relationships with funders and partners and identify and develop new relationships with strategic and relevant stakeholders and funding partners.
- Explore new program opportunities based on an assessment of gaps and opportunities in the financial inclusion landscape.

### **Education & Experience:**

- MBA/ Postgraduate from a reputed University/Business school.
- Minimum work experience of 8-12 years, including experience in the financial Inclusion/microfinance sector.

### **QUALIFICATIONS:**

- Technical/Functional Skills on Financial Inclusion.
- Good knowledge and exposure to policy and operational issues in financial inclusion.
- Experience in proposal development and program planning, implementation, monitoring, and reporting.

### **Skills and Competencies:**

- Ability to network and build and maintain strategic relationships with a diverse set of stakeholders and to market propositions to stakeholders.
- Understanding of the ecosystem of stakeholders and players including government and non-government agencies.
- High level of writing and communication skills, strong command in the English language, both written and verbal
- Ability to work effectively in teams and in diverse work environments.



## COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.

*ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.*

**Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to [sukhbir@accessdev.org](mailto:sukhbir@accessdev.org). Only short-listed candidates will be contacted. The deadline is 9<sup>th</sup> March 2024.**