



## USAID Diaspora Invest Project

Implemented by Financial Markets International – FMI Inc.

### **Temporary position, Intern (Sarajevo, BiH)**

USAID Diaspora Invest Project, a five-year, USAID-funded project is currently seeking an **Intern**.

|                             |                                                     |
|-----------------------------|-----------------------------------------------------|
| Position:                   | <b>Intern</b>                                       |
| Organization:               | USAID Diaspora Invest Project                       |
| Place of work:              | Sarajevo                                            |
| Application deadline:       | April 30, 2024                                      |
| Required date of entry:     | June 1, 2024                                        |
| Duration of the assignment: | 60 days during the period June 1-September 30, 2024 |

### **Background:**

USAID Diaspora Invest Project, which commenced in October 2022, works to attract and facilitate diaspora investment and know-how into local communities, provide financial and technical support to incoming diaspora investors, transfer knowledge from diaspora back into the country, and expand access to finance for diaspora-related and local MSMEs. This five-year \$15.7 million project is implemented by Financial Markets International, Inc.

The Project is expected to produce the following results:

- Leveraging of \$50 million in new diaspora and private investment in BiH,
- Close to 2,000 new jobs created in diaspora-related companies,
- A total of 500 MSMEs, startups and diaspora joint ventures supported,
- At least 30 local communities attracting diaspora knowledge and capital,
- Increased sales and exports from market access enabled through diaspora engagement,
- Creation of a more enabling local and national business environment through high-level public-private dialogue with diaspora and local businesspeople and government(s),
- Expansion of existing and creation of new financial instruments to support economic development.

The Business Development specialist is expected to directly contribute to these results, in cooperation with the USAID Diaspora Invest Project team.

### **SUMMARY OF PROJECT INTERN'S DUTIES:**

Project intern's duties will include project implementation, research, communications, and business development.

Project intern will provide support to the technical team in implementation of the activities that will be agreed on a weekly basis, and prioritized together with the intern's supervisor.

Internship at the project will provide the intern with valuable exposure to a variety of aspects working with an experienced team of international development professionals, which will contribute

to sustainability of project impact through the new generation of business and development professionals.

### **Scope of Work:**

The goal of this short-term intern's assignment is to support Diaspora Invest Team on the implementation of Project activities, and it will include the following:

### **Deliverables:**

In general, the Intern will provide administrative support to the Project's implementation process, under the guidance of the technical team component leads, across all four Components:

#### **Component 1:**

- Assist in data entry Management Information System – MIS, Info sessions and LGU contacts
- Support with organization of Practitioners' Network (80 participants) - with focus on material organization, name tags, etc.

#### **Component 2:**

- Entering and adding data into Management Information System – MIS:
  - Record receipt of grantee reports in grants database
  - Assist with data entry and in the MIS/grants database.
- Entering and adding data into Management Information System – MIS for technical assistance recipients and beneficiaries (TA standalone, mentorship and export agent TA)
- Evaluating and updating data in MIS as needed under the guidance of the technical team component leads.
- Organize and maintain electronic and paper files of grant documents and resources -Tracking company data provided by the small grant applications and its supporting documentation in appropriate systems trackers, as well as file management (documents for filing, scanning and related administrative support, for both the hard and soft copy files).
- Support Grants staff with administrative tasks related to compliance, generating grant documents, and mailing grant agreements, when needed.
- Entering and adding data into DI MEL beneficiary tracker under the guidance of the technical team component leads
- Provide support in translation of files from English to BHS language (and vice-versa), if necessary.
- Identifying new potential companies for grant, and TA through analyzing data and information on creditworthiness websites and databases.

#### **Component 3:**

- Data Entry and Maintenance: Accurately input data into designated databases and ensure data integrity through regular checks and updates.
- Data Analysis Support: Assist in compiling and organizing data sets for analysis purposes, utilizing tools such as Excel or database querying.
- Documentation: Prepare clear and concise documentation outlining data management procedures, ensuring easy reference for team members.
- File Organization: Implement and maintain a systematic filing system for digital documents, enhancing accessibility and retrieval efficiency through Management Information System.
- Communication Support: Facilitate internal communication by drafting emails, memos, or reports as assigned, ensuring clarity and professionalism in all correspondence.

- Meeting Coordination: Assist in scheduling and coordinating meetings, including preparing agendas and recording minutes to ensure efficient communication and follow-up actions.
- Research Assistance: Conduct research as directed to gather relevant information for various projects or reports, providing valuable insights to support decision-making processes.
- Data Security Compliance: Adhere to established data security protocols and procedures to safeguard sensitive information and ensure compliance with regulations.

**Component 4:**

- Entering and maintaining data on companies receiving DI's access to finance support
- Preparing reports and databases on companies receiving DI's access to finance support under the guidance of the Financial Partnership Specialist
- Identifying new potential companies for access to finance support through analyzing DI beneficiaries' databases and available creditworthiness websites and databases.
- Other duties and activities as needed by the DI Team and agreed with the supervisor.

The Intern will work in close collaboration with the entire Diaspora Invest Team. He/she will give the report to the person who assigned him/her the specific job.

**Duty Station:**

This position is located in Sarajevo, Bosnia and Herzegovina.

**Application Requirements:**

To apply, please send the following three documents:

1. A resume (CV) not exceeding 2 pages.
2. Cover letter describing your interest in the position, your fit with the key requirements, and how your experience and competencies can contribute to achieving Diaspora Invest results.

**Timetable:** This internship will last 60 days during the period from June 1 to September 30, 2024.

These documents should be sent to the USAID Diaspora Invest Project email: [info@diasporainvest.ba](mailto:info@diasporainvest.ba) by April 30, 2024 with a subject line: "Intern".

Only short-listed candidates will be contacted.