



Market Development Intern

I. About us

The National Advisory Board for Impact Investment (NABII) Zambia is an independent cross-sector driven organisation that works to accelerate the growth and effectiveness of the impact investment ecosystem in Zambia. NABII's mandate Our mandate is to mobilize stakeholders and resources to support the creation of a private sector driven impact economy. NABII is a member of the Global Steering Group for Impact Investment.

About the Role:

The Market Development Intern will act as a support function to the Program and Administration Manager. He/she will be responsible to assist in day to day activities and administrative functions.

Responsibilities:

- Provide support to project document preparation, such as work plans, proposals, budgets and reports
- Provide administrative support to project operations, including routine logistics of meetings and workshops
- Review paperwork on procurement proposals including preparing request forms, collecting quotation and preparing purchase orders
- Support in maintaining records, stakeholder databases and updating of administrative and project expenditures in accordance with the NABII's internal control rules and procedures
- Contribute to impact reports and knowledge products when required.

Competencies

- Interest and motivation in working in the impact investing space
- Outgoing, inquisitive and initiative-taking person
- Communicates effectively when working in teams and independently
- Consistently approaches work with energy and a positive, constructive attitude
- Able to work effectively as part of a team and remotely.

Qualification, applied knowledge and key skills

- Bachelor's degree in Economics, Business Administration, Accounting, Finance, International Relations, or related field
- Thorough knowledge and use of all relevant computer software and the ability to organize data
- Sound knowledge of Microsoft cloud technologies (Office 365, SharePoint Online)

Contract would be for a term of **6 months** with a possibility of a full-time contract thereafter.

2. Application Guidelines:

If you meet the minimum hiring requirements for the above position, please email your letter of motivation, undergraduate certificate and curriculum vitae to secretariat@nabii.org.zm by 22 February, 2022. Only shortlisted candidates will be contacted.