

# Information and Research Internship at FMT

## Terms of Reference

19 March 2018

## 1. Introduction

An exciting internship opportunity within FinMark Trust (FMT) has arisen. The successful candidate will work closely with the Head of Information and Research on different research projects and other research activities. The intern should be highly driven, with a passion for research, data analysis, data management and reporting, high levels of curiosity for solving complex problems in data and research. FMT has been a data pioneer in Financial Inclusion since 2002. The internship is based in Midrand, South Africa:

**Title:** Information and Research intern

**Reporting line:** Head: Information and Research

**Qualifications:** Bachelors or Honours degree in Statistics, Commerce, Economics, or other related fields of study.

## 2. Responsibilities of this role

The role of the intern would be to provide dedicated support to the activities of the Information and Research especially implementation of FinScope surveys (i.e. survey design, data management, data analysis and report writing). Further, in the data management process, interns are required to keep an audit trail of the codes/syntaxes used. This role will include support to research teams where needed, limited desktop-based research, copy-editing, structuring of information and data into a clear and usable format; contributing to project outcomes and findings through critical analysis; and report writing. If you recently or are currently completing an Honours or Master's degree in Statistics or related fields (such as Applied/Mathematical Statistics, Mathematics, Economics, Demography) and are interested in obtaining work experience, you are strongly encouraged to apply.

We are looking for candidates with the following important attributes:

- Attention to detail
- Advanced English language skills (verbal and written);
- Good writing and presentation skills;
- Proficiency in MS office applications;
- Demonstrated interest in Mathematical Statistics, the field of development Economics and financial sector development or any relevant field;
- Good quantitative and analytical skills;

- A strong interest in research-related activities;
- Good interpersonal skills and the ability to work independently and as part of a team; and
- Proficiency in Statistical packages – SPSS (preferred), STATA or R. FMT uses SPSS as its official software for data analysis.

**Remuneration:** The internship package will be structured as follows:

- Working hours will be no more than 40 hours per week, limited to a maximum of 160 hours a month.
- Pay rate will be between R75 – R100 per hour depending on experience and qualification.

### 3. Skills and Competencies

- Results oriented and team player
- Ability to work independently and work under pressure at times
- Strong oral and written communications skills
- Good interpersonal skills
- Minimum experience in research but willing to learn new skills preferably in the not-for-profit, research or academic sector

### 4. About FinMark Trust

FinMark Trust (FMT) is an independent trust established in 2002 with the objective of making markets work for the poor. UKaid provided initial core funding, from the Department for International Development (DFID) through its Southern Africa office. Additional funders have subsequently supported FMT, including the UNCDF, the Bill & Melinda Gates Foundation, the MasterCard Foundation as well as private and public institutions at country level. FinMark Trust's business is managed by a board of trustees, all from countries in Southern Africa. Its purpose is 'Making financial markets work for the poor, by promoting financial inclusion and regional financial integration'. It does this by conducting research to identify the systemic constraints that prevent financial markets from reaching these consumers and by advocating for change on the basis of research findings. Thus, FMT plays a catalytic role, driven by its purpose to start processes of change that ultimately lead to the development of inclusive financial systems that can benefit all

consumers. Refer to [www.finmark.org.za](http://www.finmark.org.za) for more information. Refer to FinScope surveys for examples of the surveys that FMT implements.

## 5. Contact

**Contact person:** Kingstone Mutsonziwa

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Interested candidates can forward their CV and a covering letter to *marlenee@finmark.org.za* before 20 April 2018 and the successful intern should be able to start immediately. Please use the job title in the subject line.