Date 17, Aug 2026

MIdre-Geez Microfinance Institution Share Company

External Vacancy Announcement

Midre-Geez Micro Finance Institution (S.C) is an Institution established according to proclamation No. 626/2009 to provide financial services to the productive poor in the rural and urban areas of Ethiopia. Midre-Geez is currently in the process of starting Operations. Midre-Geez MFI is currently looking for candidates for different role at Head office and Branch levels. The successful candidates will have skills and experience that meet the following requirements:

Vision

Midre-Geez MFI S.C vision is to be an inclusive, accessible, innovated privately owned micro finance institution in Ethiopia, and to be a leading hub of financial services and scaling up its business to a competent in Ethiopia in the coming three years.

Mission

To provide need-based microfinance services to strengthen the economic base of the low income rural and urban excluded peoples specially women in Tigray through increased access to sustainable, cost effective and /or efficient financial services to the Tigray population who are for a long time marginalized from financial access.

I, positions we are hiring at Head Office level:

1. Job Title; - Infrastructure & IT Maintenance Officer

1.1 JOB SUMMARY

Technically ensures the proper functioning and maintenance of company's hardware and network infrastructures in addition to day-to-day support regarding hardware and network. The responsibility of infrastructure activities of the organization is to plan, organize, direct, coordinate, and control functions related to networking and maintenance of office machines.

1.2 Main duties and responsibilities

- Responsible for the development of company's network Infrastructure services.
- Providing troubleshooting solutions in times of IT disasters in the organization
- Assists in the development of a network strategy and associate policies and plans
- Responsible for securing networks, both wireless and hardwired
- Serves as an internal information security consultant for Finance & MIS Department and CEO.

Midre-Ge'ez Microfinance Institution S.c

- Initiates, facilitates, and promotes activities to create information security awareness within the organization
- Ensure the provision and maintenance of operational IT services, that are secure and reliable
- Provides information to IS Manager on network infrastructure risks and issues as appropriate.
- Leads the development of key performance indicators and performance management reports for network services in partnership with clients, to assess and monitor the quality of the services provided
- Develop and train staff within the infrastructure team, ensuring that they are motivated and equipped to deliver a high-quality service to agreed standards
- Administer installation and maintenance of company's data centre.
- Maintain expert knowledge on all business procedures associate with assets and capacity.
- Ensure client satisfaction and provide optimal level of customer services for various departments.
- Monitor all functional resources required for growth and ensure appropriate working.
- Supervise designing and evaluation of all server systems according to measurement of process.
- Perform troubleshoot on data centre, identify issues and assist in timely resolution of same.
- Responsible for the availability of LAN/WAN
- Leads disaster recovery and business continuity plans and procedures
- Writes and/or maintains up-to-date documentation for network software and operational procedures.
- Designs and configures an enterprise environment with appropriate hardware, operating systems software, applications software, and communications components to support business requirements.
- Conducts research and development in network systems and related technologies.
- Establishes methods and procedures for use of the network systems including hardware, software, and communications devices.
- Ensures the standard implementation of policies, procedures and systems operations with support personnel.
- Develops hardware configuration plans for network systems.
- Monitors the hardware to ensure it is properly maintained
- Conducts on-going network system audits to evaluate the utility and efficiency of the system's hardware, software, and communications components and the effectiveness in meeting management information needs.

- Recommend and execute modifications to hardware and server environment in order to improve efficiency, reliability, and performance.
- Manage all network hardware and equipment, including routers, switches, hubs, and UPSs.
- Performs any other tasks as assigned by the Finance & MIS Department and CEO.

PERSON SPECIFICATIONS

EDUCATION/TRAINING

BSC/MSC in Computer Science, Information Technology, Information System, Management Information System or equivalent combination of education and work experience.

EXPERIENCE:

A minimum of 5/4 years experience related to Microfinance and financial institution Services, he/she should have training of core banking training.

Training or Certificates –

- Electronic Banking/Digital Payments Training
- Core Banking System
- IT marketing
- MySQL and Oracle Database Fundamentals
- Network Configuration and Administration
- Security Awareness Training
- CCNA/CCNP, MCDBA (Microsoft Certified Database Administrator).

TECHNICAL AND OTHER SKILLS

- Networking LAN/WAN, TCP/IP, DHCP, DNS, VPN, Network Security, Network Design, Troubleshooting
- Outstanding knowledge about various aspects of IT and IT infrastructure so as to recommend best systems for the Company,
- Hardware & Software: System installation, configuration, and troubleshooting
- Outstanding head and observation skill,
- Strong presence of mind and problem-solving abilities,
- Excellent communication skills,
- Excellent time and finance management skills,
- Excellent customer service ethics Ability to motivate and generate high quality results from the IT team

1. Job Title; - Job Title; - General Accountant

Job Summary

The General Accountant is a core operational accounting role at Midre-Ge'ez Microfinance Institutions'. Reporting directly to the Finance, Treasury, and Budget Report Division Head, this position is responsible for executing day-to-day bookkeeping, checking transaction entries, and performing standard ledger reconciliations.

The primary focus is to maintain the daily accuracy of the institution's accounts, process routine financial transactions, and verify that sub-ledgers align perfectly with general ledgers. This role ensures that all financial data across the Head Office and the expanding physical and digital branch networks are processed efficiently within the automated banking platform in strict compliance with internal control frameworks and standard accounting timelines.

Core Responsibilities and Tasks

Job Responsibility #1: Daily Bookkeeping and Transaction Processing

- Prepare, review, and post routine journal vouchers, payment vouchers, and adjusting entries with accurate accounting classifications.
- Review Head Office expenditures, petty cash vouchers, and staff expense claims to verify that proper supporting documentation and authorizations are attached before processing.
- Assist in the month-end closing process by preparing schedules for prepayments, regular accruals, and routine operational provisions.
- Process monthly payroll allocations, staff advances, and benefits deductions, ensuring accurate posting to respective general ledger accounts.

Job Responsibility #2: Sub-Ledger Maintenance and Reconciliation

- Perform regular reconciliations between sub-ledgers and the general ledger to identify and correct posting errors immediately.
- Reconcile specific bank accounts, clearing accounts, and inter-branch transactions, reporting unresolved variances to the Senior General Accountant.
- Monitor accounts receivable and accounts payable balances, generating aging reports to ensure timely settlements and collections.
- Assist in maintaining the institutional fixed asset register by updating asset acquisitions, transfers, tag numbers, and tracking basic depreciation entries.

Job Responsibility #3: Core Banking System and Data Integrity

- Enter and validate financial transactions directly within the automated System Core Banking Solution, ensuring the complete elimination of manual accounting variances.

- Verify the accurate data mapping and flow of transactional entries from physical branches and digital banking or mobile financial services platforms.
- Clean and organize financial transaction trails to support the Senior General Accountant during full cycle financial reporting preparation.

Job Responsibility #4: Tax Filing and Compliance Support

- Prepare initial computations and summaries for regular tax filings, including payroll tax, withholding tax, and pension contributions.
- Complete timely tax remittance forms and organize payment confirmations to maintain total compliance with national tax regulations.
- Organize transaction data samples to assist with regular reporting for the National Bank of Ethiopia (NBE) and the Ethiopian Deposit Insurance Fund.
- Organize and preserve all accounting files, voucher binders, and tax receipts systematically to ensure continuous audit readiness for internal and external statutory auditors.

Person Specifications

Education and Training

- Minimum Requirement: Bachelor's Degree or Diploma in Accounting, Finance, or a highly related business discipline.
- Specialized Training: Practical training in automated accounting applications, basic taxation rules, or contemporary IFRS principles is an added advantage.

Professional Experience

- Total Experience: A minimum of five (5) years of professional bookkeeping experience for a Bachelor's Degree holder. Sector Specifics: Direct accounting or junior officer experience within a financial institution (Microfinance Institution or Commercial Bank) or an established corporate environment.
- Proven Track Record: Practical experience in processing high-volume transactional data, executing bank reconciliations, utilizing spreadsheets, and working with automated accounting systems.

Technical & Core Competencies

- Accounting Principles: Clear understanding of basic accounting concepts, double-entry bookkeeping rules, and standard financial document trails.
- Core Banking Operations: Operational proficiency in navigating, entering data, and running basic reports within automated financial software, specifically the System Core Banking Solution.

Midre-Ge'ez Microfinance Institution S.c

- Numeric Accuracy: Strong aptitude for numbers, data verification, and matching source documents against system ledger balances.
- Tax Basics: Basic knowledge of local tax regulations, withholding protocols, and statutory pension filing timelines.

Behavioral Competencies

- Attention to Detail: Meticulous commitment to accuracy when checking receipts, processing numbers, and logging transaction details.
- Honesty & Confidentiality: High personal integrity and complete discretion when handling sensitive financial ledgers, salary figures, and institutional accounts.
- Organization & Efficiency: Ability to manage high volumes of paperwork systematically and meet strict routine accounting deadlines.
- Team Collaboration: Approachable communication style to collaborate effectively with cashiers, branch personnel, and other finance team members.

II, positions we are hiring at Branch level:

1. Job Title; - Branch Manager- Level- III

Purpose and Summary of the Job

The Branch manager is responsible for all activities of the branch Operations and in charge of commercial development of the branch, management of the branch staff, management of the branch liquidity, branch logistics and the relation with clients and other external relations of the branch. She/he manage staff, implement strategies, and build relationships within the community.

Main duties and responsibilities

- Plans, organizes, directs and controls the overall operational and support activities of assigned branch;
- Manage the branch staff, their motivation and evaluates periodic performance of subordinates;
- Responsibility for the implementation and respect of operational policies, procedures and guidelines and prevention, detection and correction of risks related to these (perform regular controls),
- Implementing marketing initiatives and promotional campaigns to attract new clients and increase savings.

- Sets periodic branch level business targets, operational plan and standards for implementation;
- Reviews business and financial background of loan and guarantee of applicants, approves loans within given authority limit and authorizes disbursement of approved loans, submits to the head office for approval for loans and guarantees above the limits of the branch;
- Participate in the definition of branch objectives and communicate these to the branch staff,
- Monitor and analyze the results of those actions together with the staff and make changes/improvements where needed,
- Identify clients' needs and propose new products/services to the management
- Develop and implement strategies to reach branch objectives in terms of number of clients, volume and quality of the loan portfolio and savings, for example by organizing and participating in marketing actions,
- Participate in the yearly budgeting process, providing input on branch needs and potential performance,
- Ensures that transactions are properly recorded and maintained, security documents and original loan contracts locked inside security safes, branch records and documents are confidentially kept;
- Establishes harmonious relationship with local authorities, other micro financing institutions, community leaders and relevant organizations to promote the Company's business;
- Ensures that discrepancies and comments forwarded by auditors are timely rectified;
- Ensure the good physical condition and safety of the branch
- Responsible for the branch cash and its correct handling, including the branch petty cash
- Responsible for correct and safe filing of important documents and data of the branch
- Ensure proper management of the branch supplies (proper use, inventory keeping, and on time ordering new supplies)
- Manage relations with partner organizations and local authorities of the area of operation of the branch
- Regular reporting to and communication with head office (Operations, HR, cash needs, office supplies)
- Conducting performance appraisals for staff and providing constructive feedback for improvement to the employee.
- Perform other duties as required by the Head office.

Qualification:

- BA/MBA in Management, Accounting, Accounting & finance, Banking, Business administration, Development Economics or equivalent combination of education and work experience.

Work Experience and skills:

- For Branch Level-III A minimum of 4/3 years of related to micro finance industry work experience, out of which 2 years in a similar or senior position.

Technical and Other Skills:

- Ability to provide leadership, communicate effectively, and promote a team approach to enhance staff commitment to successfully implement the Organization's Strategic Plan;
- Demonstrated technical and managerial ability, sound judgment, ability to interact and work effectively with others staff to achieve the organization goals;
- Ability to mobilized fund from different sources.
- Ability to work with different partners
- Certificate & Basic computer skills, Excellent written and oral communication skills,
- Certificate in any system of Core banking related to Micro finance institutions

Place of work: - **Adi Haki and quha**

Required Number: Two

2. Job Title; - Marketing & Resource mobilization Officer

Purpose and Summary of the Job

Marketing and Resource Mobilization Officer in an Midre-Geez Microfinance Institution is responsible for developing and implementing strategies to attract and retain customers, particularly savers, while also securing and managing financial Saving resources for the institution. This involves both marketing the Midre-Geez MFI's products and services and building relationships with potential Saver partners.

Main duties and responsibilities

- Creating and executing marketing to promote the Midre-Geez MFI's savings products and other services, conducting saver and clients for improvement services.
- Involves identifying, cultivating, and maintaining relationships with various resource partners, such as saver partners and institutions, to secure saving resources for the MFI.
- Ensure regularly follow-up and report the KYC for the clients account,

- Focusing on attracting new savers and ensuring existing savers are satisfied with the MFI's services, which may involve conducting focus group discussions and gathering customer feedback.
- Ensuring excellent customer service and client satisfaction,
- Managing client complaints and resolving issues.
- Forecasting trends, identifying potential money savers focusing on high amount depositors and encouraging all types of savers;
- Developing and implementing strategies to retain clients.
- Developing and implementing marketing plans to increase deposits and other revenue streams.
- Conducting and identify potential savers and understand their needs.
- Identifying and pursuing saving mobilization opportunities from various sources.
- Evaluating the effectiveness of marketing campaigns and resource mobilization efforts.
- Plays an active role in influencing the public to develop the culture of saving;
- Coordinates and undertakes social promotion work and ensures that clients get assistance in the formation of their bylaws, and internal regulations;
- Prepares regular (monthly, quarterly and annual) statistical report on saving activities;
- Perform other duties as required by the Branch manager and Head office.

Qualification:

- Minimum Requirement: Bachelor's degree from an accredited university in Marketing Management, Business Administration, Economics, Management, Computer Science, Information Technology, MIS, Public Relations, or a closely related field. Applicants who graduated after 2010 E.c.

Work Experience and skills:

- For Branch Level-III 0 years and which have relevant experience in marketing, sales, or resource mobilization, preferably within the microfinance or financial services sector

Technical and Other Skills:

- Understanding of the social mission of microfinance.
- Commitment to ethical practices and transparency.
- Certificate & Basic computer skills, Excellent written and oral communication skills,
- Excellent interpersonal and relationship-building skills.
- Proven experience in resource mobilization and fundraising.

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- Knowledge of the microfinance industry and its products and services.
- Ability to work independently and as part of a team.
- Certificate in any system of Core banking related to Micro finance institution.

Computer skill Peachtree (Certificate) is mandatory

Place of work: - Where the Organization designates

Required Number: Three

3. **Job Title; - Main Cashier and Store Keeper**

Purpose and Summary of the Job

The Main Cashier & Store Keeper in Midre-Geez Microfinance institution primarily handles cash transactions, ensuring accuracy in receipts and payments, managing petty cash, and maintaining proper documentation. The Store Keeper focuses on managing the organization's inventory, including receiving, storing, and issuing goods, while also maintaining accurate stock records.

Main duties and responsibilities;

- Receiving and disbursing cash, processing transactions (deposits, withdrawals, payments), and maintaining accurate records of all cash movements.
- Ensuring the security of cash on hand, preparing daily cash summaries, and reconciling cash balances.
- Handling petty cash payments, maintaining petty cash records, and replenishing petty cash funds.
- Preparing and issuing receipts, maintaining financial records, and ensuring proper documentation for all transactions.
- Providing efficient and friendly service to clients during transactions.
- Maintains cash book to ensure that book balance is reconciled with cash in the safe box and submits daily cash balance report.
- Answering customer inquiries related to financial transactions.
- Carefully handles documents on which transactions are affected and unused cash receipt vouchers and all other documents with maximum protection from theft, damage, etc.
- Assisting customers with completing necessary forms and documentation.
- Preparing and submitting regular reports on cash balances, transactions, and other relevant financial data.

- Safeguarding cash and other valuables, maintaining confidentiality of access codes, and reporting any discrepancies.
- Ensuring all transactions are accurately recorded in the accounting system.
- Effects authorized payments such as wages and salaries, per diem, other allowances and petty cash payments;
- At least collect 50 new customers in to two months (before permanent contract)
- Collects cash from loan repayment and saving resources and deposits it including all other collected cash to the branch's cash safe at the presence of branch accountant and Branch manager within the same day of collections.
- Providing excellent customer service by greeting customers, answering questions, and ensuring a positive interaction.
- Processing bank deposits, withdrawals, and transfers, and preparing daily bank reconciliations.
- Preparing and paying income tax, pension contributions, withholding tax, and other obligations.
- Collaborating with other departments to ensure smooth operations and efficient use of resources.

Key Responsibilities of a Storekeeper:

- Receiving, storing, and issuing goods according to established procedures, maintaining accurate stock records, and monitoring inventory levels.
- Ensuring proper storage of goods, implementing stock rotation practices, and reporting on slow-moving or obsolete items.
- Maintaining accurate bin cards, stock cards, and other relevant documentation related to inventory.
- Maintaining a clean and organized store, ensuring the safety of goods, and reporting any security breaches.
- Preparing periodic inventory reports and other relevant reports as required.
- Maintaining accurate records of all store transactions, including receipts, issues, and stock levels.
- Perform other duties as required by the Branch manager and Head office.

Qualification:

- Minimum Requirement: Bachelor's degree from a recognized institution in Accounting, Banking and Finance, Management, Logistics and Supply Chain Management, Computer Science, Information Technology, MIS, or a related field. Applicants who graduated after 2010 E.c.

Work Experience and skills:

- For Branch Level-III 0 years and which have experience, in micro finance industry prior experience in a customer service or cashier position is often preferred.

Technical and Other Skills:

- Good interpersonal and ability to communicate information accurately.
- Confidence in handling money;
- Ability to work independently and as part of a team.
- Willingness to work under pressure.
- Certificate & Basic computer skills, Excellent written and oral communication skills,
- Commitment to ethical practices and transparency.
- Excellent interpersonal and relationship-building skills
- Certificate in any system of Core banking related to Micro finance institution.

Computer skill Peachtree (Certificate) is mandatory

Place of work: - Where the Organization designates

Required Number: Four

4. Job Title; - Customer Service & Relationship Officer

Purpose and Summary of the Job

The Customer Service & Relationship Officer is responsible for building and maintaining strong relationships with a Midre-Geez MFI's customers, ensuring their satisfaction, and resolving any issues they may encounter and handles cash transactions, ensuring accuracy in receipts and payments, and maintaining proper documentation for each payment. This role involves a combination of communication, problem-solving, and relationship-building skills, all aimed at enhancing the customer experience and fostering loyalty.

Main duties and responsibilities

- Maintaining accurate and up-to-date records of client interactions, loan applications, and other relevant information.
- Ensuring all activities comply with MFI policies, procedures, and relevant regulations.
- Identifying potential clients and promoting the MFI's services to expand its reach.
- Managing multiple tasks, prioritizing work, and maintaining accurate records requires strong organizational skills.

- Plans, coordinates, directs and controls the deposit mobilization activities of the Company;
- Perform and achieve saving mobilization targets on periodically
- Collaborates with Business Development to promote saving and enhance liquidity leverage of the Company;
- Receiving and disbursing cash, processing transactions (deposits, withdrawals, payments), and maintaining accurate records of all cash movements.
- Answering customer inquiries related to financial transactions.
- Providing excellent customer service by greeting customers, answering questions, and ensuring a positive interaction.
- Organizes and coordinates client orientation concerning savings products available with special emphasis to client value propositions;
- Ensures that every saving deposit and withdrawal is captured in the recording system and general ledger and subsidiary ledger reconciliation is carried out on monthly basis;
- Ensures that effective and reliable risk management and internal control system is in place for safety of clients saving;
- practice mechanism to enhance customer value proposition and keep savings account closure at minimum;
- Ensures that credit policy is clearly communicated, understood and fully agreed by clients, applications and documents are properly signed/finger printed by the respective members of the group and credit case/application is complete in all respect;
- Maintains a schedule of due loan payment and saving collections, takes proactive measures for repayments/deposits and maintains adequate diary record or get printed report from the system, to follow-up new borrowers/savers, dues, over dues, etc.;
- Studies local business environment and identifies potential savers and mobilizes deposits;
- Controls that clients' passbook are updated whenever deposits and withdrawals are made;
- Monitors that every saving deposit and withdrawal is captured in the recording system and general ledger and subsidiary ledger reconciliation is timely and properly carried out;
- Prepares and submits to supervisor repayment/loan recoveries including deposits mobilized daily status reports;

Qualification:

- Minimum Requirement: Bachelor's degree from an accredited university in Management, Marketing Management, Business Administration, Public Relations, Accounting, Finance, Computer Science, Information Technology, MIS, or a related field. Applicants who graduated after 2010 E.c.

Work Experience and skills:

- For Branch Level-III 0 years and which have experience, in micro finance industry prior experience in a customer service or cashier position is often preferred.

Technical and Other Skills:

- Good interpersonal and ability to communicate information accurately.
- Confidence in handling money;
- Ability to work independently and as part of a team.
- Willingness to work under pressure.
- A commitment to providing excellent customer service and building positive relationships is vital.
- Certificate & Basic computer skills, Excellent written and oral communication skills,
- Commitment to ethical practices and transparency.
- Excellent interpersonal and relationship-building skills
- Certificate in any system of Core banking related to Micro finance institution

Place of work: - Where the Organization designates

Computer skill Peachtree (Certificate) is mandatory

Required Number: Three

For All Job titles

Salary: - Based on the scale of the Institution.

Terms of Employment: Permanent

Applicant's age; for all position Less than 45 years

Application closing date: 7 working days from the first date of this announcement. Only Shortlisted candidates will be contacted.

Instruction: Write the position you apply for in the subject line.

Required Number: three

Instruction: Write the position you apply for in the subject line.

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How to Apply

- Interested applicants should submit your application letter, **updated** CV and copies of all relevant Credential documents in to our Head office located Address መቐለ፣ ከባቢ ሮማናት ኣደባባይ፣ መስመር ጅብሩኽ ጥቃ ህንፃ ኣረጋዊ ሃይሉ ህንፃ ላይፍ ስታር and additional he/she Applied at our branch Shire, Axum and Adigrat
- Our website; WWW.midregeezmfi.com.et
- Facebook Address, Midre-geez Microfinance Institution S.C ማይክሮ ፋይናንስ ምድረ-ግዕዝ
- ስ/ቁ፡ +251962-66-65-16 or +251926-93-05-66 (Office Hours 8:00 am to 5:30 pm)
- **NB; -** Note that as we will contact or post for those short-listed candidates only.

  Dead line 24, August 2026