

Date 04, may 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



- 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

2. Job Title; - Treasury and Liquidity Management Officer

2.1 Job Summary:

The Treasury and Liquidity Management Officer is responsible for safeguarding the organization's financial health by optimizing cash flow, managing liquidity risks, and ensuring sufficient funding for global operations. This role involves sophisticated cash forecasting, overseeing bank relationships, and executing investment strategies to maximize returns while minimizing exposure. The ideal candidate acts as a strategic gatekeeper, balancing short-term operational needs with long-term financial stability.

2.2 Main duties and responsibilities

2.2.1 Liquidity Monitoring & Cash Management

- Daily Liquidity Tracking: Monitor daily cash positions across all branch networks and head office accounts.
- Develop rolling short-term and long-term cash flow projections to anticipate funding gaps or surpluses.
- Ensure strict adherence to mandatory reserve requirements set by the National Bank or regulatory bodies.
- Manage the timing of inflows (loan repayments/deposits) versus outflows (disbursements/operating expenses).



2.2.2 Fund Management & Investment

- Identify and execute short-term investment opportunities (Fixed deposits, T-bills, or Money Market funds) based on the Board-approved investment policy.
- Monitor market interest rates to ensure the institution is getting the best possible returns on its placements.
- Maintain a diversified portfolio of liquid assets to mitigate counterparty risk.

2.2.3 Financial Risk Management

- Analyze the "gap" between interest-sensitive assets and liabilities to protect the institution's Net Interest Margin (NIM).
- Regularly evaluate the financial health of the commercial banks where Midre-Geez holds its deposits.
- Ensure the institution meets all financial covenants required by external lenders or international wholesalers.

2.2.4 Funding & Relationship Management

- Act as the primary point of contact for commercial banking partners to negotiate better interest rates and lower transaction fees.
- Assist in securing credit lines from domestic or international lenders to bolster the lending pool.
- Coordinate the movement of cash from "surplus branches" (high deposits) to "deficit branches" (high loan demand) to minimize external borrowing costs.

2.2.5 Reporting & Compliance

- Prepare comprehensive reports for the Asset and Liability Committee (ALCO) regarding liquidity ratios, interest rate trends, and investment performance.
- Ensure all liquidity-related reports required by the government or regulators are submitted accurately and on time.
- Review and recommend updates to the Treasury Management Policy to align with changing market conditions.
- Performs budget review quarterly and reports variances for explanation by the respective departments.
- Makes financial analysis and reports based on the financial reports of the Institution
- Makes follow up and takes actions which are related with all bank activities.



- Prepares periodic report to the department & Institution.
- Performs other related duties as assigned.

PERSON SPECIFICATIONS

A) EDUCATION/TRAINING

BA/MBA Degree in Accounting, management, Accounting & Finance, or equivalent education and work experience.

B) EXPERIENCE:

A minimum of 4/3 years of relevant experience. Out of which 3 years in financial institution/ banking industry.

C) TECHNICAL AND OTHER SKILLS

- Good planning, organizational, analytical and decision-making skills;
 - Well organized and ability to act in a professional and ethical manner;
 - Good skills in the use of computers;
 - Good conceptual understanding on Micro finance Flow of financial,
 - Certificate in any system of Core banking related to financial institutions
- Good communication and presentation skills.

3. Job Title; - Executive Secretary

3.1 JOB SUMMARY

The Executive Secretary is responsible for providing overall assistance to the Chief Executive Officer including time management, office management and documentation. She/he also performs tasks of advanced secretarial work, clerical, typing and stenographic duties.

3.2 Main duties and responsibilities

- Plans and schedules secretarial tasks of the office, sorts out mails delivered to the Chief Executive Officer;
- Ensures the proper filing and maintenance of correspondences and other documents of the Chief Executive Officer;
- Safeguards the confidentiality of the information and documents of the Institution that she has access to;
- Ensures safekeeping and efficient handling of office equipment such as computers, fax machine, etc;
- Maintains proper records of incoming and outgoing correspondence and files documents in a systematic manner to enable easy and quick reference;



- Reviews correspondences prepared for the signature of the CEO, transmits messages, instructions, circulars, reminders etc. from the Chief Executive Officer to concerned parities;
- Receives visitors to the Chief Executive Officer; arranges appointments and brings the GM up-to-date on matters requiring his/her attention, answers telephone calls, connects callers to the CEO on important matters or refers callers to other appropriate officials.
- Drafts and types correspondences outgoing from the CEO Office:
- Prepares all necessary documents and information which the GM needs for meetings; proof reads letters before signature by the CEO, arranges and assembles materials for staff and other meeting.
- Performs other related functions as required.

PERSON SPECIFICATION

A) EDUCATION/TRAINING

BA or Diploma in Secretarial Science and Office Management or related

B) EXPERIENCE:

A minimum of 02 years of work experience as secretary.

C) TECHNICAL AND OTHER SKILLS

- Proficient in computer (MS word, Excel, Power Point) and Internet browsing skills;
- Good written and spoken Tigrigna and English languages;
- Good interpersonal and communication skills;
- Ability to communicate information accurately.

↓ For All Job titles

Salary: - Based on the scale of the Institution.

Place of work: - Mekelle

Required Number: one for each position

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.



How to Apply

- Interested applicants should submit your application letter, **updated** CV and copies of all relevant Credential documents in to our office located Address መቸለ፣ ከባቢ ሮማናት አደባባይ፣ መስመር ጅብሩኸ ጥቃ ህንፃ አረጋዊ ሃይሉ ህንፃ ላይፍ ስታር
- WWW.midregeezmfi.com.et
- Facebook, 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 12, May 2026**

