

Capacity Building Intern

Impact · Cape Town, Western Cape, South Africa

[OVERVIEW](#) [APPLICATION](#)

Description

[Share this job](#) ↩

About us

Symbiotics is the leading market access platform for impact investing in emerging and frontier markets, offering market research, investment advisory and asset management services. We are regulated by FINMA, the Swiss Financial Market Supervisory Authority and our daughter company Symbiotics (UK) Ltd has an investment firm license from the FCA in the UK. Symbiotics currently employs 160 people and is headquartered in Geneva, with further offices in Zurich, London, Amsterdam, Paris, Mexico City, Singapore and Cape Town. Since 2004, we have invested over USD 5bn in more than 400 microfinance institutions across around 80 emerging and frontier markets, working with more than 30 investment funds and many institutional investors.

We are a fast-growing, market-leading company, offering a dynamic work environment in the growing impact investment space.

We are looking for

An Intern in charge of supporting the Capacity Building Unit in the administration of Technical Assistance mandates and unit business affairs, with focus in backstopping activities (admin, reporting and accounting) and basic project management analysis in order to ensure timely outputs.

Job Description

Using mainly the project database of the Capacity Building Unit, provide backstopping support in designing, managing and monitoring the technical assistance projects, namely (but not limited to):

- Admin diligence support during tender processes.
- Support in contract drafting and follow up according to standardized formats.
- Data collection for project interim reports and completion reports.
- Support in invoice and payment instructions preparation and invoice collection.
- Inputs for the reports of the Investment Committee and TA Facility Committee.
- Inputs for the reports of the donors and other stakeholders.
- Support in record keeping tasks.
- Daily data inputs and support to maintain the project database.
- Occasional support to the team in tasks related to the technical assistance duties.

Requirements

- Bachelor's degree currently studying for Master's degree in Economics, Finance or equivalent
- Interest for microfinance
- Advanced Excel and data analysis skills
- Fluent in English. French or Spanish is a plus
- Available for 3 months

[Apply for this job](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Symbiotics collects and processes personal data in accordance with applicable data protection laws. If you are a European Job Applicant see the [privacy notice](#) for further details.