

SMALL AND MEDIUM ENTERPRISES CORPORATION

JOB DESCRIPTION

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number SMECBA 065
Division Business Advisory & Capacity Building	Designation/Classification Coordinator SME Business Training, Grade 11
Branch Business Advisory	Local Designation Coordinator SME Business Training
Section Capacity Building	Reporting to: Position No: SMECBA064 Manager Capacity Building
Location Head Office, Gordons.	Highest Subordinate: Position No: Director Business Advisory & Capacity Building SMECBA058

History

DPM File N0.	Date of Variation	Details
	14.06.2018	New
		Adopted new concept of Job Description & Revised Duties

Employment Conditions: As per SCMC and DPM approved Terms and Conditions of employment for SMEC.

2.0 Purpose

The coordinator is responsible to provide effective and efficient coordination, management and implementation of the SME Trainings within the Business Advisory and Capacity Building Division.

3.0 Dimension

3.1 Staff Supervision: NIL

3.2 Operational Expense Budget:

Manage and operate within the approved Corporation Annual Budget.

4.0 Nature and Scope

The coordinator will ensure and provide necessary support and assistance to the Manager Capacity Building and other Divisions of the Corporation as well as performing the following specific duties;

1. Coordinating and conducting Business Training of Trainers (TOT) programme to selected officers from existing and potential SED Network partners throughout the country.
2. Coordinating with the SED Network Partners, trainers and resource management companies to ensure effective and efficient implementation of Business and SME training programmes and related activities.
3. Coordinating, monitoring and evaluating the performance of Business Trainers from network partners to ensure maintenance of high-quality training provided to their clients or target group in accordance with the required industry standards.
4. Receiving and screening TOT and applicants nominated by existing and potential Network Partners and selecting those that meet the Programme requirements.
5. Providing direct Business training to certain target groups that SED Network Partners are unable to provide.
6. Undertaking regular field visits to SED Network Partners and other Resource Development partners of SMEC where and when appropriate to promote SME training and SMEC service/activities.
7. Coordinating and consolidating Business Training plans provided by SED Network Partners for coordination purposes.
8. Liaise and coordinate with SME Competitiveness & Quality Assurance Coordinator, create, update and maintain training database for all training conducted by SMEC and SED Network Partner Organizations.
9. Supervise the Training Facilitator in ensuring all training providers submit training reports for capturing in the SME training database.
10. In consultation with the SME Competitiveness & Quality Assurance Coordinator, incorporate, adjust and or review Business and SME resource materials based on feedback from Network Partners and certified trainers.

11. Coordinate with the marketing team and Media team to document, capture and disseminate business training and other SME training-related activities undertaken by SMEC and SED Network partners through print and electronic media, including the preparation and publication of quarterly SMEC and Divisional newsletters.
12. Research and identify additional entrepreneurial training need not currently addressed by the SME Training Programs.
13. Assist the Manager Capacity Building, prepare training and annual budgets for SME Training and the SME Business Advisory and Capacity Building Division.
14. Assist the Manager Capacity Building, prepare monthly and yearly training reports for reporting to donors, Corporation and other stakeholders of the SME Training Programs.
15. Undertake other tasks and responsibilities as may be required from time to time by the Manager Capacity Building or Divisional Director.

4.1 Work Environment

The Division is responsible to provide supportive resources to ensure the Corporation effectively and efficiently implement its mandated functional responsibilities formulated and mapped out in the Corporation Five Year Corporate Plan.

4.2 Constraints

Major constraint has been the Corporation's ability to source and secure sufficient and adequate funding to provide goods and services to meet the ever-increasing demand from the small and medium enterprises.

4.3 Challenges

To effectively execute and manage Divisional resources including the divisional staff and prudently manage the Corporation resources to ensure successful implementation of the organizational functional responsibilities to achieve the objectives and goals of the Corporation.

4.5 Working Relationship

The coordinator reports to the Manager Capacity Building of the Division and provide training updates to other staff within Business Advisory and Capacity Building division.

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Degree and or a Post Graduate Masters in Business Administration, Commerce or Accounting from recognized Universities.

5.2 Knowledge

Has wider understanding and knowledge of SME training programs, business development and entrepreneurship. Must be also acquainted with knowledge of the International Labour Organisation (ILO) Start and Improve Your Business (SIYB) Training. Familiar with the operating procedures and standards of Public Service Sector.

5.3 Skills

Possess skills and knowledge in SME training facilitation, training needs assessment, planning and coordination and the ILO Start and Improve Your Business (SIYB) methodology.

5.4 Work Experience

Five (5) years minimum work experience in SME Sector in Public or Private sector organization.

6.0 Principle Accountability

The coordinator demonstrates accountability and professionalism in carrying out assigned duties. Ensures that tasks are completed efficiently and resources are used responsibly in accordance with organisational policies, procedures and established standards. Always upholds integrity and ethical conduct in the performance of duties and provide necessary support to the Corporation to effectively implement the Corporation's Five (5) Year Corporate Plan.