

SMALL AND MEDIUM ENTERPRISES CORPORATION**JOB DESCRIPTION**

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number SMECGD 057
Division SME Growth & Development	Designation/Classification Coordinator SME Projects, Grade 11
Branch Growth & Development	Local Designation Coordinator SME Projects
Section Women, Youth & Disability Support	Reporting to: Position No: SMECGD 038 Director SME Growth & Development
Location Head Office, Gordons.	Highest Subordinate: Position No: Managing Director SMECMD 001

History

DPM File N0.	Date of Variation	Details
	14.6.2018	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 required to provide effective coordination and administration of SME Projects of the Corporation and other SME related activities.

3.0 Dimension

3.1 Staff Supervision: Nil

3.2 Operational Expense Budget.

Within the approved Corporation annual budget.

4.0 Nature and Scope

The coordinator is responsible to provide technical support and coordination of the SME programs and projects development as well as performing the following specific duties;

1. Formulating concept design and budget requirements of Business Incubation Center (BIC) buildings and other infrastructure projects in consultation with SMEC management and board.
2. Consult with design professionals to create interior or exterior design plans, construction drawings and schematic designs of landscape according to SMEC work plans and programs.
3. Creating work plans specifying detailed work programs and time schedules from commencement to completion and commissioning.
4. Consulting with key authorities for building board approval & construction Permits Initiating land identification and acquisition process for BIC buildings.
5. Negotiate with key stakeholder partnership programs with relevant national, provincial and district agencies and government authorities.
6. Executing & progressing the bidding process from tendering to screening and evaluation.
7. Preparing and presenting building designs, bids (quotations) and recommendations for SMEC management endorsement and board approval.
8. Negotiating contracts with building contractors, stakeholder participants, utility service providers and permitting (licencing) authorities.
9. Attending regular meetings with contractors, clients and stakeholders on project progress and evaluations.
10. Making regular project site visits for progress monitoring and evaluations.
11. Dealing with any matters arising from contractors, utility service providers and government agencies.
12. Preparing and presentation of management updates and reports on monthly and quarterly.
13. Undertake any other duties as assigned by Manager SME Development and 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.

4.4 Working Relationship

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Degree in Business Administration, Project Management, Commerce and or Economics from recognized Universities.

5.2 Knowledge

Possess sound knowledge of project management principles, SME development policies, programme planning, implementation, monitoring, and evaluation. The position requires an understanding of project cycle management, project budgeting, resource allocation, risk management, stakeholder engagement, and reporting procedures to ensure the effective delivery of SME development projects.

5.3 Skills

Possess strong project planning, coordination, organisational, and time-management skills to effectively implement and monitor SME development projects and programmes. The position requires excellent communication, report-writing, presentation, problem-solving and analytical skills with the ability to coordinate project activities, engage stakeholders, monitor deliverables, and ensure that project objectives are achieved within approved timelines and budgets.

5.4 Work Experiences

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.