

SMALL AND MEDIUM ENTERPRISES CORPORATION**JOB DESCRIPTION**

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number SMECMD 004
Division Office of CEO	Designation/Classification Coordinator Stakeholder Relations & External Affairs – Grade 10
Branch Stakeholder Relations	Local Designation Coordinator Stakeholder Relations & External Affairs
Section Stakeholders Relations & External Affairs	Reporting to: Position No: SMECMD 004 Managing Director
Location Head Office, Gordons.	Highest Subordinate: Position No: Managing Director SMECMD001

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 plan, organize and manage stakeholders' relations and external affairs within the Executive Unit for effective and efficient implementation of tasks.

3.0 Dimension

3.1 Staff Supervision:

Two (2) staff

3.2 Operational Expense Budget:

Operate within the approved Corporation Annual Budget

4.0 Nature and Scope

The coordinator will deliver related tasks and provide necessary support and assistance to the Managing Director's Office and other Divisions for effective operation of the Corporation. This will be done through undertaking the following specific duties;

1. Planning and coordinating Stakeholder engagements and relationships between the stakeholders and the Corporation.
2. Liaise with Stakeholders and provide reports to the office of the Managing Director.
3. Liaise and arrange important business travels for corporate team or senior management officer to travel and attend vital meetings, conference, workshops and forums/summit.
4. Organizes the release of accurate, timely and accessible public information to affected parties, related government departments/agencies, media, NGOs and private sectors.
5. Liaise with sister organizations/agencies and related Department to manage external matters concerning the Corporation.
6. Provide advice on the media and communication tasks undertaken by the Corporation to ensure all media output are accurate, transparent and comply with the Media Policy and Communication Act.
7. Facilitate external or overseas training arrangements between the Corporation and stakeholders or international institutions.
8. Undertake other jobs or tasks when or as requested by the office of the Managing 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.

4.5 Working Relationship

The coordinator works directly with the Managing Director to coordinate stakeholder engagement, manage external relations and facilitate effective communication between the SME Corporation and key stakeholders, including government agencies, development partners, private-sector organisations, industry associations and other relevant institutions. The coordinator provides timely advice, prepares briefs and reports, coordinates official meetings and engagements and ensures that stakeholder relations and external affairs activities support the Corporation's strategic objectives and organisational priorities.

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Degree and or a Post Graduate Masters in Public Relations, Communication, Public Administration, International Relations, or related course from recognized Universities.

5.2 Knowledge

Possess sound knowledge of stakeholder relationship management, corporate communications, public relations, government administrative processes and inter-agency coordination. The position requires an understanding of partnership development, institutional representation, corporate governance, protocol, media relations and communication strategies to maintain effective working relationships between the SME Corporation and its external stakeholders.

5.3 Skills

Possess excellent communication, interpersonal, negotiation and stakeholder engagement skills to establish and maintain effective working relationships with government agencies, development partners, business associations, communities, media organisations and other external stakeholders. The position requires strong coordination, networking, public relations, conflict resolution, consultation and relationship management skills together with the ability to organize stakeholder meetings, prepare correspondence and reports, coordinate corporate events and manage external communications.

5.4 Work Experience

Possess relevant work experience of 5 years in stakeholder engagement, public relations, corporate communications, partnership development and external affairs management.

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.