

SMALL AND MEDIUM ENTERPRISES CORPORATION**JOB DESCRIPTION**

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number SMECBA064
Division Business Advisory & Capacity Building	Designation/Classification Manager Capacity Building Grade 13
Branch Business Advisory	Local Designation Manager Capacity Building
Section Capacity Building	Reporting to: Position No: SMECBA 058 Director Business Advisory & Capacity Building
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 Manager is responsible for planning, managing, coordinating and monitoring Entrepreneurship Capacity Building programs and other related SME training programs.

Provide supports services to the office of the Director Business Advisory & Capacity Building to enhance effective operation of the Division.

3.0 Dimension

3.1 Staff Supervision:

Seven (7) staff

3.2 Operational Expense Budget:

Manage and operate within the approved Corporation Annual Budget

4.0 Nature and Scope

The Manager will ensure and provide necessary support and assistance to the Director's Office and other Divisions for effective operation of the Corporation as well as performing the following specific duties;

1. Develop, implement and review capacity-building strategies, policies and annual work plans in alignment with SMEC's corporate objectives and SME development priorities.
2. Liaise and supervise the Coordinator SME Business Training Officer in ensuring all training providers submit training reports for capturing in the SIYB database.
3. Develop, review and update training materials, manuals, guidelines and learning resources to meet the needs of SME participants.
4. Establish and maintain partnerships with government agencies, provincial administrations, development partners, training institutions, private-sector organisations and SED Network partners to support SME capacity development.
5. Prepare annual training plans, program proposals, budgets and resource requirements for capacity building activities.
7. Coordinate the delivery of business advisory services, mentoring, coaching and follow-up support to SMEs to strengthen business operations and sustainability.
8. Monitor, evaluate and report on the effectiveness of training programs, participant performance and the impact of capacity-building interventions on SME development.
9. Prepare and submit periodic reports, management briefs and recommendations on capacity-building activities, challenges, achievements and proposed improvements.

10. Identify opportunities for innovation and improvement in SME training delivery, including digital learning, regional outreach and partnerships that expand access to training.
11. Coordinate with other SMEC divisions to integrate capacity-building activities with SME financing, business advisory services, market access, and enterprise development initiatives.
12. Provide technical advice to senior management on SME training priorities, capacity development needs, emerging business challenges and opportunities for improving SMEs performances.
13. Review, develop and establish formal MOUs with all SIYB Network Partners Organizations on the use and or delivery of SIYB Programs.
14. Research and identify additional entrepreneurial training need not currently addressed by the SIYB and KAB Training Programs.
15. Undertake other duties as and when directed by the Director Business Advisory & Capacity Building.

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 Manager Capacity Building works closely with the Director of Business Advisory and Capacity Building to plan, coordinate, implement, monitor and evaluate capacity building programmes and SME training activities in line with the Corporation's strategic objectives. The Manager reports to the Director on operational matters, provides regular updates on programme implementation and performance and ensures that training activities are delivered effectively and efficiently.

The Manager also collaborates with other divisions, internal staff and external stakeholders, including SME development partners and training institutions to strengthen the capacity of SMEs and improve the delivery of business development services. The working relationship is based on teamwork, accountability, effective communication and coordination to achieve the Corporation's objectives in SME development and capacity building.

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Degree and or a Post Graduate Masters in Business Management, Business Administration, Education, Training and Development or a related discipline from recognized Universities.

5.2 Knowledge

Must possess sound knowledge and understanding of SME development programs and policies, business advisory services, capacity-building strategies, government laws and policies and training and development in either public or private sector.

5.3 Skills

The Manager Capacity Building must possess strong leadership, planning, coordination and organisational skills to effectively manage and implement SME capacity building and training programmes. Must have multi-skilled management attitude and approach and must be computer skilled and has hands on experience on Micro-soft programs including particular word, Excel, Power Points and other systems.

5.4 Work Experience

Five years minimum work experience at Divisional or Managerial level in a Public or Private sector organization.

6.0 Principle Accountability

The Manager 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.