

SMALL AND MEDIUM ENTERPRISES CORPORATION

JOB DESCRIPTION

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number SMECGD041
Division SME Growth & Development	Designation/Classification Coordinator Reserve Business & Local Content, Grade 11
Branch Growth & Development	Local Designation Coordinator Reserve Business & Local Content
Section SME Growth & Development	Reporting to: Position No: SMECGD 040 Manager SME Development
Location Head Office, Gordons.	Highest Subordinate: Position No: Director SMECGD 038

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

To Coordinator is responsible to liaise with the Network partners in providing advices to creating and enabling legislation and reduce foreign competitors in the PNG for business reserved for locals only and also provide the linkage between the provinces and the Corporation and jointly coordinate SME development and promotion programs to support and assist the local SME Entrepreneurs in PNG. Design and develop new programs to encourage local participation.

3.0 Dimension

3.1 Staff Supervision

One (1)

3.2 Operational Expense Budget

As per the Corporation's approve Annual Budget.

4.0 Nature and Scope.

The coordinator is responsible to ensure and provide coordination and consultation with all the Network partners in providing advises to creating and enabling legislation and reduce foreign competitors and organize joint MSMEs' promotional and development programs to enhance the Provincial Commerce Officers to effectively implement MSMEs' engaged in various business and commercial activities as well as performing the followings specific duties:

1. Liaise and coordinate with all the network partners in the formulation of enabling legislation and identify constraints and difficulties encountered by the Micro, Small and Medium Entrepreneurs' facing in their day-to-day business operations.
2. Coordinate with all the Provincial Commerce Offices and design effective venue for consultation and interaction with the MSMEs and the Corporation on annual basis.
3. Coordinate with the stakeholders and carry out joint research and identify potential MSM business and commercial opportunities.
4. Liaise and establish dialogue with the stakeholders of SME Project Promoters in the two Regions to provide appropriate and necessary assistance to promote SME business activities along the Economic Corridors in PNG.
5. Assist in developing MOU's with MSM network Partners and MSM Stakeholders and set out clear roles and responsibilities and what the Corporation can provide and do to assist the MSM sector.
6. Promote SMEC Services and products with SED and MSME Stakeholders and organizations.
7. Coordinate and assist develop strategies and implementation mechanics for realization of the provincial Business Promotion Councils (PBPC).
8. Liaise closely with the Network partners in developing and maintaining the linkages between the Corporation and the established private sector to promote and market MSME products.

9. Coordinate and assist the Network partners to host MSME Trade Fairs locally and abroad under the IPA Trade Display and through the Trade Offices to promote PNG MSME products.
10. Coordinate and assist MSME Network Partners to develop and implement MSME business and commercial activities.
11. Perform any other duties as and when required and directed by the Manager SME Development.

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

The Coordinator Business Reserve & Local Content works closely with the Manager SME Development to identify, coordinate and facilitate business opportunities for local SMEs particularly in procurement, contracting and supply chains within the public and private sectors. The coordinator provides information on business reserve opportunities, local content requirements, industry needs and potential partnerships to support the Manager in developing and implementing SME development programmes.

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Degree in Business Administration or Economic or Commerce from recognized Universities.

5.2 Knowledge

Possess sound knowledge of SME development policies, business reserve initiatives, local content requirements, procurement processes and supply chain management. The position requires an understanding of government policies and regulations governing SME participation in business opportunities, particularly within the public sector, private sector, and resource industries.

5.3 Skills

Possess strong communication, negotiation, coordination and stakeholder engagement skills to identify business opportunities and facilitate effective partnerships between SMEs, government agencies, private-sector organisations and resource-sector organisations. The position requires the ability to identify and analyze business opportunities, interpret local content and procurement requirements, facilitate SME participation in supply chains and support locally owned businesses to access contracts and markets.

5.4 Work Experiences

A minimum of five (5) years of relevant work experience in SME development, business advisory services, procurement, local content coordination, supply chain management, business development or a related field is required. Experience working with government agencies, private-sector organisations resource-sector organisations, SMEs and development partners will be an advantage.

5.0 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.