



ACTED



JOB TITLE: Business Development Officer (2 vacancies)

Department: FSL

Location: Gendrassa Maban County

Date of Advert: 05/01/2017

Date of Closure: 24/01/2017

Reporting to: FSL Program Manager

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05 JAN 2017
[Signature]

JOB PURPOSE Under the direct supervision of Economic Development Team Leader, s/he will provide direct technical support in business enterprise development through financial literacy trainings, business mentorships, market linkages and organizing open market days with local business actors.

CHAIN OF COMMAND

Under the authority of:

- Economic Development Team Leader

Line Management:

- Business mentors

WORKING RELATIONS

Internal:

- Livelihood department
- Other departments (camp management, community mobilization, GBV and AME etc)

External:

- Partners working in Maban
- Local Authorities (RRC and CRA)
- Community leaders

OBJECTIVES

To provide direct technical support in business enterprise development through financial literacy trainings, business mentorships, market linkages and organizing open market days with local business actors

Duties /responsibilities

- Plan the various stages of business training; including development of work plans, reviews and coordination with Economic Development Team leader and FSL Program Manager, scheduling of business mentors
- Assess small and medium businesses in the program area and provide tailored trainings to improve the business performance.
- Appropriately support business mentors and program participants at consistent intervals to assess staff growth, participant capacity, and successes/lessons learned
- Ensure FLAT compliance for all procurements, staffing (of business mentors), finances (budget control), and adherence to ACTED Code of Conduct
- Implement reporting tasks according to the reporting schedules as set by Team Leader/Program Manager
- Collaborate with the Appraisal, Monitoring and Evaluation(AMEU) department to ensure the program indicators are being monitored and achieved
- Provide regular information feedback to the Team Leader and program manager on the progress of the program, challenges and future perspectives for the area
- Prepare trainings in consultation with team leaders and program manager

- Evaluate strengths/weaknesses of these trainings at consistent intervals; implement improvement in curriculum as project progresses
- Lead trainings on financial literacy (macroeconomics, microeconomics, savings, investment, debt) and business management skills (entrepreneurship, marketing, seed funding, sales, SWOT, management & strategic growth)
- Collect and disperse information to program participants and business mentors on local market conditions, business opportunities, and micro-savings possibilities
- In consultation with the Team Leader and Program Manager, set up an open market day at periodic intervals to help program participants engage with established businesses and financial institutions
- Provide individual training to help develop mentors grow capacity and leadership skills
- Provide monthly reports to team leader and other management on lessons learned from trainings, opportunities for improvement updates on participant performance and overall performance of the project
- Contribute innovative disruptive ideas with potential to unlock markets for the rural poor

Knowledge and Experience

- A university degree in, Business Administration, Marketing, Economics, Micro Finance, Supply Chain, or related business background; good understanding of business principles, market development, and financial literacy
- 3 years of solid experience in business enterprise development, mentorship and financial literacy trainings, mobilization and organization of saving and lending groups
- Experience working with multiple stakeholders to identify beneficiaries according to criteria required.
- Experience with running assessments, monitoring and evaluation and other learning efforts required.
- Experience representing the organization and its interests to a diverse range of local and international, government officials, local civil society organizations, other international organizations and the public.
- Commitment to renewing and maintaining knowledge of best practices
- Demonstrated training and facilitation experience
- Ability to work under pressure
- Demonstrated strengths in analytical skills, monitoring and evaluation, and report writing
- Strong interpersonal, intercultural and communication skills
- Excellent oral and written skills and computer skills
- Fluency in English and Arabic is required.
- Demonstrated skills in problem solving and ability in dealing with issues of complexity.
- Active listener and contributor, working to create a strong team share ideas and learn.
- At least 1-3 years of experience in training business skills, running personal business, or working in the private sector
- Strong problem solving, analytical, attention to detail with good reporting and communication skills
- A demonstrated ability to multi-task, prioritize and process information into action
- A commitment to humanitarian principles, fairness and equity to all stakeholders, customers, community, government, and non-government authorities
- Ability to work with Microsoft Word, Excel, Power Point and Outlook
- This position requires riding to the project sites, ability to ride and a valid riding permit will be an added advantage

- Key Performance Indicators
- Number of participants trained and supported in business enterprise development
- Number of business trainings conducted in a year
- Number of training materials developed for trainings
- % of people trained and who have established businesses
- Number of people supported with business mentorship
- % of people who are saving regularly and accessing loans
- Number of success stories recorded from the beneficiaries
- Number of work plans and reports submitted per month.
- % of PoCs who are able to improve their livelihood as a result of business skills acquired
- Number of technical support visits conducted per month
- Number of business linkages conducted
- Number of open market days organized with business actors
- Number business review meetings conducted with business actors

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by January 24, 2017. Or by mail to juba.hrofficer@acted.org; gendrassa.administration@acted.org; stephen.mawadri@acted.org
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply