

Job Description
Manager – Business Center (BC)
Business Center Corporation

The Business Center Corporation (BCC) is state owned enterprise established by the Government of Maldives. It is the legal vehicle mandated for the operations and management of the 7 Regional Business Centers (BC), established as per the SME Act (2013) and would be steering the governments' SME support efforts and provide support in the development of the SME sector, under the overall direction of the responsible Ministry of Economic Development.

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Manager, under the guidance of the Coordinator, Regional Service will carry out the following key tasks:

1. Ensure that the Components work plan are implemented in a timely manner.
2. Ensure loan monitoring database is updated regularly.
3. Conduct inspections of potential SDFC clients upon their request
4. Conduct regular monitoring and evaluation of SDFC Loan recipients
5. Develop a management/training plan to ensure that skills of the Business Center (BC) staff are upgraded in consultation with Manager, Capacity and Business Development.
6. Provide counselling, coaching and mentoring to Loan recipients and BCC clients.
7. Provide advisory and support services to BCC clients in developing Business and financial plans.
8. Familiarize with laws and regulations related to MSMEs and evaluate its impact on SMEs performance.
9. Identify and create a stock of issues / challenges facing MSMEs in BC coverage area and explore avenues to overcome the issues as well as how the current regulations can be changed for a conducive business environment.
10. Ensure the Business Center Maintains stock of registered businesses and home-based workers within the BC coverage area
11. Preparation of annual work plan and submission for approval from Supervisor.
12. Developing a monitoring and evaluation plan in close collaboration with CPMU to measure the progress of key performance indicators of BC
13. Prepare financial statements, budgets and forecasts by collecting data, summarizing data information and trends
14. Respond to financial inquiries of BCC clients, by gathering, analyzing, summarizing and interpreting data.
15. Provides financial advice by studying operational issues, applying financial principles and practices, developing recommendations
16. Prepare key performance indicators (KPIs) of BCC clients
17. Monitoring financial forecasts of BCC clients and prepares reports by studying variances and recommendations
18. Updates job knowledge by keeping with financial and taxation regulations
19. Prepare and deploy staff development trainings of regional business center staff in preparing and analyzing financial proposals.
20. Ensure the contractors providing services to the BC are made aware of their renewals and follow up to renew the contracts in a timely manner.
21. Engage, sign and monitor contracts with resorts and other traders.
22. Design and finalize the Monitoring and Evaluation aspect of businesses in the region.
23. Maintain an asset register inventory of the BC in close collaboration with CPMU.

24. Create an information sharing / archiving platform for all documents of BC through which data, photos and project related documents can be archived in a systematic manner with a view to promote information sharing and knowledge dissemination within the project and other stakeholders.
25. Communicate success stories of SMEs and businesses under the incubator program and update social media platforms of BC.
26. Develop a business plan and identify areas of business counselling and coaching
27. Improve internal institutional capacity and sustainability of BC.
28. Provide guidance to BDOs and TCs in identifying market linkage opportunities for the MSMEs.
29. Identify innovative areas of new product development.
30. Ensure all business related information (Business Registry, Economic Sectors Information) are maintained and updated regularly
31. Ensure BC progress reports are completed on a timely manner.
32. Support and facilitate research and development, pilot testing and technical training activities associated with MSME business incubator projects.
33. Conduct calibration of equipment that are brought to the Metrology Cell established in the
 - a. BC as per the standard operative procedures, and affix seal of calibration on this equipment.
34. Collect payment for the Calibration services and prepare necessary reports including financial
 - a. Report to be sent to the Ministry.
35. If required, conduct offsite calibration services as per the standards procedures.

TIME INPUT

- The position is full time and candidate is expected to work until 31 December 2019 with possible extension based on performance. (Candidate is not permitted to work in any other institution while under the contract of BCC).

REQUIREMENTS

- A Degree in Accounting and finance (CIMA or ACCA equivalent), economics, development or related field. Preference will be given to the candidate with a Masters in relevant field
- Able to show competitive business skills and business knowledge during the interview session.
- Preference will be given to candidates having past experience in managing a business.
- At least 3 years of professional experience and technical skills desirable in areas relating to human resource development, accounting and finance technical/trade skills training, and skills in SME business development.
- Familiarity with Maldives trade, economic development and private sector development context.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi .

REMUNERATION PACKAGE

Negotiable based on experience and education

Job Description
Training Coordinator, Business Center (BC)
Business Center Corporation

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Training Coordinator, under the guidance of the BC Manager will carry out the following key tasks:

1. Identification of training needs of MSMEs and Business Development Service providers
2. Implement the Monitoring and Evaluation aspect of businesses in the region with a closer monitoring of the Business Center (BC) recipients and MSME Loan clients in the region.
3. Develop, design and conduct financial literacy programs for MSMEs.
4. Ensure client records are archived and maintained in a systematic manner.
5. Implement the business plan of the region and identify areas for skill development of MSMEs
6. Improve internal institutional capacity and sustainability of BC.
7. Develop and implement strategic business training plans and materials based on the needs of MSMEs and BDS providers to achieve the BC objectives and ensure that the work plan activities are implemented on schedule.
8. Liaise with other training providers to obtain their services to support BC training needs as and when required.
9. Develop and design training modules required by BC Clients.
10. Constantly conduct assessment on the products and services offered by BC and product and service quality is improved.
11. Design a mechanism for MSMEs to provide feedback on the products and services offered by BC.
12. Develop and implement strategic business training plans and materials based on the needs of MSMEs and BDS providers to achieve the BCC objectives and ensure that the work plan activities are implemented on schedule.
13. Assist and organize training/management programs suited to meet the needs of the BDS providers/MSMEs.
14. Provide BDS support in the field of business training to MSME Clients.
15. Perform any other duty not listed above assigned by the supervisor

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- The position is full time and candidate is expected to work until 31 December 2019 with possible extension based on performance. (Candidate is not permitted to work in any other institution while under the contract of BCC).

REQUIREMENTS

- A Degree in Accounting and finance (CIMA or ACCA equivalent), economics, development or related field. Preference will be given to the candidate with a Masters in relevant field
- Able to show competitive business skills and business knowledge during the interview session.
- Preference will be given to candidates having past experience in managing a business.

- At least 2 years of professional experience and technical skills desirable in areas relating to human resource development, accounting and finance technical/trade skills training, and skills in SME business development.
- Familiarity with Maldives trade, economic development and private sector development context.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi.

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Job Description
Business Development Officer – Business Center (BC)
Business Center Corporation

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Business Development Officer, under the guidance of the BC Manager will carry out the following key tasks:

1. Implement the Monitoring and Evaluation aspect of businesses in the region with a closer monitoring and evaluation of the BC recipients and MSME/SDFC Loan clients in the region.
2. Conduct inspections of potential SDFC clients upon their request.
3. Obtain information from all financial institutions regarding loan clients across the coverage region and maintain monitoring database.
4. Identify potential businesses for respective BC regions and develop business plan for selected business ideas.
5. Develop counselling and coaching materials based on findings from economic profiling, surveys to obtain training need assessment.
6. Ensure records and documentation on owner growth programs/business visits are archived in a systematic manner
7. Ensure client records are archived and maintained in a systematic manner.
8. Implement the business plan of the region and identify areas of business counselling and coaching
9. Identifying market linkage opportunities and innovative areas of new product development for the MSMEs.
10. Maintain a personal file for each BC Client
11. Develop and implement strategic business training plans and materials based on the needs of MSMES and BDS providers to achieve the BDSC objectives and ensure that the work plan activities are implemented on schedule.
12. Identification of training needs of MSMEs and BDS providers
13. Liaise with other training providers to obtain their services to support BDSC training needs as and when required.
14. Develop and implement strategic business training plans and materials based on the needs of MSMES and BDS providers to achieve the BC objectives and ensure that the work plan activities are implemented on schedule.
15. Assist, organize and conduct training/management programs suited to meet the needs of the BDS (Business Development Service) providers/MSMEs.
16. Provide BDS support in the field of business training to MSME Clients.
17. Perform any other duty not listed above assigned by the Managing Director
18. Experience in working in a team approach to achieving program deliverables;
19. Assist MSME clients in preparing, business proposals, financial statements, budgets and forecasts by collecting data, summarizing data information and trends
20. Respond to financial inquiries of MSME clients, by gathering, analyzing, summarizing and interpreting data.
21. Prepare financial statements, budgets and forecasts by collecting data, summarizing data information and trends
22. Respond to financial inquiries of BCC clients, by gathering, analyzing, summarizing and interpreting data.
23. Provides financial advice by studying operational issues, applying financial principles and practices, developing recommendations

24. Prepare key financial performance indicators (KPIs) of BCC clients
25. Monitoring financial forecasts of BCC clients and prepares reports by studying variances and recommendations
26. Updates job knowledge by keeping with financial and taxation regulations

TIME INPUT

- The position is full time and candidate is expected to work until 31 December 2019 with possible extension based on performance. (Candidate is not permitted to work in any other institution while under the contract of BCC).

REQUIREMENTS

- A Degree in Accounting and finance (CIMA or ACCA equivalent), economics, development or related field. Preference will be given to the candidate with a Masters in relevant field
- Able to show competitive business skills and business knowledge during the interview session.
- Preference will be given to candidates having past experience in managing a business.
- At least 2 years of professional experience and technical skills desirable in areas relating to human resource development, accounting and finance technical/trade skills training, and skills in SME business development.
- Familiarity with Maldives trade, economic development and private sector development context.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi.

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