

Job Description – Business Development Officer

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Business Development Officer (Male' Business Center), under the guidance of the BC Manager will carry out the following key tasks:

- (i) Implement the Monitoring and Evaluation aspect of businesses in the region with a closer monitoring of the BC recipients and MSME Loan clients in the region.
- (ii) Obtain information from all financial institutions regarding loan clients across the coverage region and maintain monitoring database.
- (iii) Identify potential businesses for respective BC regions and develop business plan for selected business ideas.
- (iv) Develop counselling and coaching materials based on findings from economic profiling, surveys to obtain training need assessment.
- (v) Ensure records and documentation on owner growth programs/business visits are archived in a systematic manner
- (vi) Ensure client records are archived and maintained in a systematic manner.
- (vii) Implement the business plan of the region and identify areas of business counselling and coaching
- (viii) Identifying market linkage opportunities and innovative areas of new product development for the MSMEs.
- (ix) 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.
- (x) Identification of training needs of MSMEs and BDS providers
- (xi) Liaise with other training providers to obtain their services to support BDSC training needs as and when required.
- (xii) 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.
- (xiii) Assist , organize and conduct training/management programs suited to meet the needs of the BDS (Business Development Service) providers/MSMEs.
- (xiv) Provide BDS support in the field of business training to MSME Clients.
- (xv) Perform any other duty not listed above assigned by the Managing Director
- (xvi) Experience in working in a team approach to achieving program deliverables;
- (xvii) Assist MSME clients in preparing, business propoals, financial statements, budgets and forecasts by collecting data, summarizing data information and trends
- (xviii) Respond to financial inquiries of MSME clients, by gathering, analyzing, summarizing and interpreting data.
- (xix) Prepare financial statements, budgets and forecasts by collecting data, summarizing data information and trends
- (xx) Respond to financial inquiries of BCC clients, by gathering, analyzing, summarizing and interpreting data.
- (xxi) Provides financial advice by studying operational issues, applying financial principles and practices, developing recommendations
- (xxii) Prepare key financial performance indicators (KPIs) of BCC clients
- (xxiii) Monitoring financial forecasts of BCC clients and prepares reports by studying variances and recommendations
- (xxiv) 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 .

REMUNERATION PACKAGE

The total remuneration package will be MVR 15,420. The breakdown of the remuneration is as follows:

Monthly Salary	: 8,000/-
Living Allowance	: <u>7,420/-</u>
Total	: <u>15,420/-</u>