

**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

**REQUIREMENTS**

- A degree in commerce, economics, finance, accounting, development or related 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**

Negotiable based on experience and education