JOB DESCRIPTION

JOB SUMMARY:

The Assistant Manager – Regional Business Center is responsible for supporting regional business growth by identifying challenges faced by businesses, particularly MSMEs, and developing targeted plans and activities to address them. The role ensures continuous engagement with businesses, maintains updated regional business data, and facilitates coordination between businesses, stakeholders, and regulatory authorities to create a supportive business ecosystem.

KEY RESPONSIBILITIES:

1. Business Development & Regional Engagement

- Identify key challenges and opportunities faced by businesses within the assigned region.
- Develop and implement action plans, programs, and activities to address identified business needs.
- Maintain strong, continuous relationships with businesses in the coverage area.
- Conduct regular business visits and consultations to assess operational and developmental needs.
- Provide mentorship and advisory support to aspiring and existing businesses on growth, compliance, and market access opportunities.
- Advise the Supervisor on region-specific initiatives, interventions, and improvement strategies.

2. Economic Profiling & Data Management

- Conduct economic profiling of businesses within the region to assess sectoral distribution, performance trends, and growth potential.
- Maintain an updated and accurate regional business registry/database.
- Track business trends and emerging sectoral issues within the region.

3. Regulatory & Compliance Support

- Stay updated on current business-related laws, regulations, and taxation policies.
- Provide guidance to businesses on regulatory requirements and compliance matters.
- Conduct inspections and verification visits upon request by relevant authorities.
- Ensure proper documentation and reporting of compliance-related activities.

4. Program Implementation & Capacity Building

- Organize and coordinate training sessions, workshops, and awareness programs for businesses.
- Support the development of required training materials.

- Maintain detailed records of consultations, training programs, inspections, business visits, and stakeholder meetings.
- Support implementation of national or organizational strategic initiatives at the regional level.
- Monitor and evaluate the impact of implemented activities and provide feedback for improvement.

5. Stakeholder Coordination & Liaison

- Liaise with government agencies, financial institutions, local councils, and development partners.
- Coordinate collaborative initiatives that benefit small and medium enterprises in the region.
- Facilitate partnerships that enhance business development opportunities and market access.
- Represent the Regional Business Center in relevant stakeholder meetings and engagements

6. Work Plan & Internal Records Management

- Prepare and update regional work plans in alignment with organizational strategic objectives.
- Ensure timely submission of weekly, monthly, quarterly, and annual activity reports.
- Maintain accurate and up-to-date internal records of all regional activities, consultations, trainings, inspections, and stakeholder engagements.
- Track progress against planned targets and report deviations with corrective action recommendations.
- Ensure all documentation is properly filed and accessible in accordance with organizational policies and audit requirements.
- Ensure all client interactions are recorded in a timely manner as advised by the supervisor.
- Regularly review and update internal tracking tools, feedback forms, business databases, and reporting templates.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company