

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

The Business Center Corporation (BCC) is a state-owned enterprise established by the Government of Maldives. It is the legal vehicle mandated for the operations and management of the 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.

KEY TASKS, RESPONSIBILITIES AND DELIVERABLES

The Training Coordinator, shall undertake the following key tasks:

1. Ensure that the Components of work plan are implemented in a timely manner.
2. Identification of training needs of MSMEs.
3. Conduct inspections of potential SDFC clients upon their request
4. Conduct regular monitoring and evaluation of SDFC Loan recipients
5. Provide counselling, coaching and mentoring to Loan recipients and BCC clients.
6. Develop and design training modules required by BC Clients.
7. Familiarize with laws and regulations related to MSMEs and evaluate its impact on SMEs performance.
8. 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.
9. Ensure the Business Center Maintains stock of registered businesses and home-based workers within the BC coverage area
10. Ensure Training Data, documents and pictures are archived and maintained in a systematic manner
11. Ensure travel calendar is updated and travel reports pertaining to trainings are developed on a timely manner
12. Prepare financial statements, budgets and forecasts by collecting data, summarizing data information and trends
13. Respond to financial inquiries of BCC clients, by gathering, analyzing, summarizing and interpreting data.
14. Updates job knowledge by keeping with financial and taxation regulations
15. 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.
16. Engage, sign and monitor contracts with resorts and other traders.
17. Create an information sharing / archiving platform for all documents of BC through which data, photos and 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.
18. Communicate success stories of SMEs and businesses under the incubator program and update social media platforms.
19. Any other task assigned by Business Center Corporation.

REQUIREMENTS

- A Diploma in Accounting and finance (CIMA or ACCA equivalent), economics, development or related field. Preference will be given to the candidate with a Bachelor's Degree 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 1 year 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.