

Terms of Reference
Deputy Manager- SME Hub

Introduction

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

Scope of Work

BCC is developing a three floor commercial hub for our SME community in Allied Building Chaandhanee Magu as the SME Hub. This hub provides an avenue for MSME's to trail their products and services in the market. By providing market access, BCC intends to develop entrepreneurs from various industries including Food & beverage, Performing arts and entertainment as well as arts and crafts.

BCC seeks to engage a qualified individual to undertake the responsibilities of managing upcoming facility, SME Hub. The individual will be responsible for management of daily operations of SME Hub. In addition, he/she will also be involved in the establishment and operationalization of the facility.

Job Tasks

1. Establishment and Operationalization of the SME hub as per the plans developed by BCC. In this regard, the deputy manager will be required to;
 - a. Oversee the Physical development of the facility by ensuring that the facility is developed as per floor plan and design

- b. Ensure that any licenses required for operationalization are acquired
 - c. Draft Standard Operating Procedures required for management of commercial spaces and kiosks.
 - d. Assist in all tasks related to Launching of SME hub
2. Day to day responsibilities
- Manage vendors, kiosk tenants and inventory details.
 - Maintain all tenancy agreements of kiosks and commercial spaces.
 - Manage staff of SME Hub ensuring execution of their duties
 - Attend to all queries of vendors and kiosk tenants as well as manage incoming and outgoing correspondences promptly
 - Develop and manage barcoding system and ensure the products are properly barcoded before delivery to the Hub
 - Identify and solve any issues in regard to SME hub operations and staffing of the facility.
 - Assist in SME Hub promotional activities with the marketing team, when necessary
 - Assist in all other tasks related to SME hub including but not limited to, scheduling meetings, organizing, and filing all documents.
 - Perform other duties related to the Market Access department as assigned by supervisor.

Qualification and Experience

- Bachelor's Degree in Business Administration, Business Management or equivalent qualification
- Minimum of 4 years of experience in a corporate environment

Key Competencies

- Work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines
- Capable of handling work pressure, possess a collaborative personality, and be a team player

- Excellent interpersonal skills along with communication skills including verbal and written.
- Strong moral code and sense of ethics

Contract duration

This is a full-time job, from the date of contract signing with 3 months' probation.

Remuneration

This position will be paid a fixed remuneration of MVR 18,000.00 per month.

Working hours

- Weekdays from 8:00am - 4:00pm with 1-hour lunch break.
- The successful candidate shall be available to work in the BCC Head Office during official working hours.