



## **JOB DESCRIPTION**

### **Job Summary:**

Manage the business centers of the respective regions and be a focal point of contact with the Head Office.

Provide business advisory support and training sessions targeted at MSME's in the respective business center coverage area and conduct necessary inspections of businesses as required by SDFC and Ministry of Economic Development.

Responsible for collecting and maintaining data and information of MSMEs in the respective regions to identify areas of strategic importance and assist in the implementation of the business plan and strategic objectives of BCC.

### **Minimum Requirements:**

Diploma in Business Management, Economics, Account and Finance or in a related field

### **Job Tasks:**

- Preparation of annual work plan and submission for approval from Supervisor.
- Ensure that the Components work plan are implemented in a timely manner
- Manage all consultancy and inspection requests received to BC and ensure the necessary procedures are followed in attending the requests
- Coordinate and Manage all administrative functions of the BC
- Establish relations with island and atoll councils
- Conduct inspections of potential SDFC clients upon their request
- Conduct regular monitoring and evaluation of SDFC Loan recipients
- Ensure economic profiling survey to establish baseline data of the respective BC region is completed
- Develop a Training plan and training calendar based on economic profiling
- Coordinate with other training providers to obtain their services to support MSME training needs as and when required.

- Conduct entrepreneurial training and capacity building programs in BC coverage area with a special focus on women and youth
- Provide counselling, coaching and mentoring to Loan recipients and BCC clients
- Provide advisory and support services to BCC clients in developing Business and financial plans
- Familiarize with laws and regulations related to MSMEs and evaluate its impact on SMEs performance
- Identify issues and 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
- Ensure the Business Center Maintains list of registered businesses and home-based workers within the BC coverage area
- Ensure all business-related information (Business Registry, Economic Sectors Information) are maintained and updated regularly
- Explore possible market access platforms for MSMEs within the coverage area
- Updates job knowledge by keeping with financial and taxation regulations
- Communicate success stories of SMEs and businesses under the incubator program and update social media platforms of BC.
- Ensure BC progress reports are completed on a timely manner
- Conduct calibration of equipment that are brought to the Metrology Cell established in the a. BC as per the standard operative procedures, and affix seal of calibration on this equipment
- Collect payment for the Calibration services and prepare necessary reports
- If required, conduct offsite calibration services as per the standards procedures.

**Additional Responsibilities:**

- Perform other work-related duties assigned by the Business Center Corporation