ބިޒްނަސް ސެންޓަރ ކޯޕަރޭޝަން، މ.ކަނީރު ވިލާ، 1 ވަނަ ފަންގިފިލާ (A)، އާކިޑް މަގު،
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Business Center Corporation, M.Kaneeru Villa, First Floor (A) Orchid Magu,
20212 , Male' City, Republic of Maldives

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 and inspect SDFC loan recipient's repayment capacity and business validity.

Responsible for collecting 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

Job Duties:

- Preparation of annual work plan and submission for approval from Supervisor.
- Ensure that the Components work plan are implemented in a timely manner
- Ensure loan monitoring database is updated regularly
- Conduct inspections of potential SDFC clients upon their request
- Manage all consultancy and inspection requests received to BC and ensure the necessary procedures are followed in attending the requests
- Prepare and deploy staff development trainings of regional business center staff in preparing and analyzing financial proposals.
- Provide guidance to BDOs and TCs in identifying market linkage opportunities for the MSMEs and value chain gaps in the regions.
- 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 management/training plan to ensure that skills of the Business Center (BC) staff are upgraded in consultation with BCC Head office
- 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 and create a log 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
- Ensure the Business Center Maintains stock 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
- Monitoring financial forecasts of BCC clients and prepares reports by studying variances and recommendations
- Updates job knowledge by keeping with financial and taxation regulations
- 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
- Maintain an asset register and monitor inventory of the BC in close collaboration with head office
- Create an information sharing / archiving platform for all documents of BC through which data, photos and project 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
- Communicate success stories of SMEs and businesses under the incubator program and update social media platforms of BC.
- Identify avenues for Improving internal institutional capacity and sustainability 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 including financial a. Report to be sent to the Ministry.
- If required, conduct offsite calibration services as per the standards procedures.

Additional Responsibilities:

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