



## Job Description

**Job Title:** Cluster Business Development Services Officer

**Department:** Business Development Services

**Supervisor:** MSME Academy & Training Lead

**Work Location:** Uganda-Kampala

### **About the Federation of Small and Medium-Sized Enterprises-Uganda**

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association for Micro, Small and Medium Enterprises in Uganda, registered as a company limited by guarantee. It was founded in 1990 and formally re-incorporated as a company limited by guarantee in 2017. Since its founding, and has grown from strength to strength. Presently, it has an excess of 734,000 members nationwide. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services.

The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation, to improve the institutional capacity of MSMEs to effectively serve Micro,

Small and Medium Enterprises and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures.

### **About the Stimulating Agribusiness for Youth Employment (SAYE) Project:**

FSME is a member of a consortium of organizations that will implement the Stimulating Agribusiness for Youth Employment (SAYE) project. The consortium will be led by Heifer International in partnership with Mastercard Foundation. This project will be implemented in 11 districts of the Busoga region, namely: Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweeri, Luuka, Beyond, Bugiri and Namayingo. This project will run from 2023-2029 and it is aimed at improving the socio-economic wellbeing and resilience of young people in the Busoga sub-region. A total of 250,000 young people aged between 16-35 years will be reached through this intervention. 70% of these will be young women and 3% will be young people with disabilities.

This project intends to address the endemic joblessness among young people in the Busoga region through two pathways: Agri-hub development and MSME promotion. Under the MSME promotion pathway, FSME will support 2,000 off farm agricultural enterprises in urban and peri-urban areas. These will be provided with a range of demand driven business development and brokerage services aimed at increasing their market access, stimulating their performance and creating apprenticeship and employment opportunities for 62,000 young people. FSME will also support these young people to engage in evidence-based policy advocacy to address policy and regulatory barriers that constrain the growth of youth-owned ventures.

### **Job Summary:**

The Cluster Business Development Service Officer will be FSME's focal person within their Cluster for the SAYE project. He/She will be responsible for coordinating all SAYE business development services offerings for the young agripreneurs and MSMEs, through the BDS One-Stop Centre. Some of these services will include: business diagnostics, business planning, training, market brokerage, organizing trade fairs and policy advocacy, among others.

### **Roles and Key Responsibilities:**

- Be the focal point of contact for FSME within the Cluster regarding the SAYE project
- Oversee the operations of the BDS One Stop Centre in the Cluster and ensure that it delivers demand driven BDS services to young agripreneurs and MSMEs in the Cluster in a financially sustainable manner.

- Conduct gap analysis/business diagnostic assessment of MSMEs that will offer training and BDS support to young people
- Participate in training needs assessment of young agripreneurs, young people and MSMEs
- Supervise the training of young agripreneurs, young people and MSMEs in Psychology based business management and entrepreneurship in the Cluster
- Supervise the training of young agripreneurs, young people and MSMEs in Financial Literacy & Investment Readiness using a Financial Literacy Toolbox in the Cluster
- Supervise the conducting of Business Clinics in business formalization, taxation and digital Literacy in the Cluster
- Lead outreaches through Community Radio to offer market information and business advisory services to young agripreneurs and MSMEs in the Cluster
- Organize SME cluster-based business competitions in the Cluster
- Organize Cluster-level Trade Fairs and Exhibitions
- Coordinating the delivery of hands-on Mentorship and Coaching of MSMEs
- Identify the needs for start-up tool-kits for entrepreneurs and youth owned enterprises in the Cluster
- Lead the process of MSMEs offering internships and placements for young people
- Provide referrals to other business advisory service providers e.g Lawyers, Accountants, when appropriate
- Organize multi-stakeholder business/advocacy dialogues at Cluster level
- Use bi-weekly meetings to collect, disseminate and provide targeted support to Field/Training Associates, Business Mentors and Consultants around best practices to improve the business health of young agripreneurs and MSMEs and to create new jobs
- Document, shared best practices, success and lessons learned around businesses health
- Work with Marketing, Brokerage and Policy lead to identify market actors in the Cluster and foster appropriate linkages with young agripreneurs, young people and MSMEs
- Work with the MEAL Officer to closely monitor dropout rates of young agripreneurs, youth and MSMEs and address any challenges.
- Work with the MEAL Officer to monitor and report on trainer and trainee performance
- Assist the MEAL Officer in monitoring the number of jobs created or retained and other SAYE project milestones
- Support FSME in maintaining contact with sector stakeholders and be responsible for keeping them adequately informed of SAYE developments

## **Knowledge, Skills, and Abilities**

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and MCF guidelines.
- Experience working in rural areas
- Strong organisational skills and attention to detail
- Excellent computer skills
- Experience in writing and editing reports desirable
- Some experience in administration or project management desirable
- Ability to work to tight deadlines and under pressure
- High degree of initiative, flexibility and creativity
- Experience working in a team
- Ability to work well within a small team and able to work independently with minimal supervision
- Ability to travel within the Busoga region on a regular basis (estimated at a minimum of 90 percent).

## **Basic Qualifications**

- Relevant degree in Development Studies, Development Economics, Economics, Businesses Administration or an equivalent
- 3-4 years' experience in business development and financial linkages for rural entrepreneurial initiatives will also be considered.
- A proactive work ethic with a demonstrated interest in the working with young agripreneurs and MSMEs
- Excellent management and organization skills, along with keen attention to details
- Demonstrated ability to successfully manage a complex work plan with quick-moving parts
- Cultural sensitivity and demonstrated ability to work successfully with diverse communities required
- Ability to understand and interpret data to foster decision making.
- A minimum of five years' experience in SME development required

**NOTE:** The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of

care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

**Application Procedure:**

All suitably qualifying, and interested candidates are encouraged to apply following these instructions:

Email a cover letter, CV, scanned academic documents and a copy of your national identity card only to [humanresource@fsmeuganda.info](mailto:humanresource@fsmeuganda.info) by April 26<sup>th</sup>, 2024, at 5:00pm. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees. Furthermore, request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

In the subject line of the email, copy and paste – **CLUSTER BUSINESS DEVELOPMENT SERVICES OFFICER-SAYE** only. All applications that do not contain this exact subject line will not be considered.

**ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.**