



Job Description

Job Title: Training & MSME Academy Lead

Department: Business Development Services

Supervisor: Project Manager

Work Location: Kampala- Jinja

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, Buyende, 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 30% 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 Training & MSME Academy Lead will be responsible for delivering demand driven training programmes and providing advisory services and for young agripreneurs and MSMEs in a structured and measurable manner to develop their knowledge and skills in operational areas (e.g., marketing, accounting, finance, production and product development) so as to create new jobs for young people and improve their economic security.

Roles and Key Responsibilities:

- Oversee the set-up and operations of the 3 District Level MSME BDS One Stop centers. These One Stop Centers will be aimed at being market oriented and sustainable hubs for the provision of business know how and expertise for MSMEs.

- Oversee the mapping/selection and diagnostic assessment of the 2,000-beneficiary youth owned and other growth oriented MSMEs.
- Oversee the training of MSMEs (including 200 BDS Providers) in Psychology based business management and entrepreneurship (Start & Grow your Agrobusiness)
- Oversee the training of MSMEs in Financial Literacy & Investment Readiness using a Financial Literacy Toolbox
- Oversee the organizing of Business Clinics in Business formalization & Taxation and Digital Literacy
- Organizing outreaches through Community Radio to offer market information and business advisory services to young agripreneurs and MSMEs
- Organizing SME cluster-based business competitions
- Operationalizing the SME Academy as a center for mass BDS delivery targeting MSMEs through digital and physical channels
- Coordinating the delivery of hands-on Mentorship and Coaching of MSMEs
- Conduct training needs assessment of SMEs and Business Service Providers
- Conduct gap analysis/business diagnostic assessment of MSMEs that will offer training and BDS support to young people
- Develop training-of-trainers curricula
- Recruit and manage trainers and consultants
- Oversee the design of training activities and plans, training materials and tools, pre- and post-tests
- Oversee the identification of needs for start-up tool-kits for entrepreneurs and youth owned enterprises
- Coordinate trainings and technical assistance throughout the life of project
- Coordinate internships and placements for young people
- Monitor and report on trainer and trainee performance and perform monitoring and evaluation of the number of jobs created for young people.
- Work with small and medium enterprises in the Busoga sub-region to identify opportunities for growth
- Provide referrals to business advisory services when appropriate
- Provide formalization support to SMEs and youth owned enterprises
- Draft reports on completion of project activities and inputs into narrative project reports
- Develop and maintain positive relationships with relevant local stakeholders (e.g. vocational training institutions) related to entrepreneurship components of the project
- Work closely with, mentor and develop the capacity of SME Academy staff members.

Knowledge, Skills, and Abilities

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and The Mastercard Foundation guidelines.
- Experience in designing and delivering capacity development programmes essential: including hands-on experience in training need identification, design of training programmes and tools, and delivery of training in the Uganda context required
- 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 30 percent).

Basic Qualifications

- A relevant university degree (e.g. Commerce; Business Administration)
- 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 by **April 26th, 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 – **TRAINING & MSME ACADEMY LEAD-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.