



**federation of small
& medium-sized enterprises**

Job Description

Job Title: Business Development Services- Trainer

Department: Business Development Services

Supervisor: MSME Academy & Training Lead

Work Location: Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweri, Luka, Buyende, Bugiri and Namayingo.

About SAYE Project

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, Bugweri, 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.

About FSME

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 it has grown from strength to strength. Presently, it has an excess of 734,000 members nationwide. FSME's mission 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.

Objective: Under this project FSME is interested in engaging young and dynamic Trainers to support project implementation at the MSMEs level while creating a learning opportunity for their career growth.

Job title: Business Development Services (BDS) Field Trainers **(110)**

NOTE: TEN TRAINIERS PER DISTRICT

Reporting to: Cluster Business Development Services Officer

Duration: Twelve (12) months

Work Station/Location

The BDS -Trainers will be locally sourced from the SAYE project districts or locations which are; Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweri, Luka, Buyende, Bugiri and Namayingo.

The BDS Trainer will preferably reside within the preferred district.

This role will involve extensive movements in the field to execute duties.

Key roles and responsibilities of the BDS Trainers

- **Capacity Building:** Identify; training needs, strengths, and areas for improvement (among a selected group of MSMEs) and base on these to provide input for design of an appropriate **Business Development Services** package by the SME Academy.
- **Training:** Organize and conduct training sessions on various topics such as; Soft skills, Leadership, Entrepreneurship, Financial Literacy, Digital skills and Gender among others. The training will include mentorship and coaching.
- Develop detailed weekly and monthly activity work plan and manage the implementation of project activities in the selected; Town, Division, Municipality, City or District.
- Maintain contact with FSME staff, participants and monitor progress among participating MSMEs.
- Develop monthly program performance reports and submit them to the; Project Manager, Lead-Training & SME Academy or Cluster Business Development Services Officer.
- Documentation of success stories, challenges, lessons learnt during project implementation.

- Timely requisition of funds for appropriate and pre-approved allowances and materials for each training.
- Payout pre-approved allowances, keep track and clear records of accountability on use of funds and other materials.

Desired Qualifications

- At least a Diploma in any of the following disciplines: Social Sciences, Adult and Community Education, Development Studies, Education, Agriculture, Business Administration, or any equivalent by professional experience.
- Strong experience in facilitation and training with a minimum of two years experience in the design and direct delivery of training sessions especially in rural communities.
- Experience in and ability to evaluate training programs and coherently match the training outcomes with the training objectives.

Required skills

Technical Skills: Facilitation skills, Coordination & Networking, Mobilization skills and Mentorship & coaching

Soft Skills: Communication skills, Leadership skills, Teamwork & Interpersonal skills and Negotiation

Attitudes: Empathetic, Flexible & Adaptable, Collaborative Inclusive & cultural sensitivity

Language Preferences

The preferred candidates should be fluent in English and the local language- Lusoga. For purposes of project sustainability and building local capacity, preference will be given to natives of the target districts.

Application Procedure

Interested candidates between 20 –35 years of age should apply (include a cover letter, CV, and at least two referees), addressed to; **The Training & MSME Academy Lead** indicating your district of interest (Choose one of the eleven). Young Women are advised to apply

The district **should be included** in the subject line. i.e. Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweri, Luka, Buyende, Bugiri and Namayingo.

Email a cover letter, CV, scanned academic documents and a copy of your national identity card only to; ivan.ndaula@fsmeuganda.info by Aug 30th, 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.

Applications can be hand delivered to; FSME BDS Office- Mafubira, South Division, Jinja City

Deadline for submission of applications: Friday 30th August 2024