



Micro Enterprises Support Programme Trust

Founders: The Government of Kenya and the European Union

Partners: The Royal Danish Embassy, Nairobi

BUSINESS DEVELOPMENT SERVICES (BDS) MANAGER

The Micro Enterprises Support Programme Trust (MESPT) is a Kenyan Organization whose founders are the Government of Kenya and The European Union. Over the last seven years, MESPT has offered wholesale loans to Microfinance Organisations (MFOs) and Savings and Credit Co-operative Societies (Saccos), to the tune of Kshs. 1.5 billion.

In year 2008, MESPT started collaboration with the Royal Danish Embassy in Nairobi to implement a Business Development Services (BDS) project in the Dairy, Horticulture and other value chains. Recently, MESPT was selected by the Government of the Republic of Kenya and the Delegation of the European Union to implement two sub-components of the Assistance to Micro and Small Enterprise Programme (ASMEP). MESPT will implement subcomponents focusing on Horticulture and Fisheries value Chains in addition to capacity building for rural microfinance organisations. In order to grow the Business Services Department to be able to effectively implement current and new Programmes, MESPT wishes to recruit a visionary, dynamic, highly skilled and entrepreneurial Kenyan to the position of the Business Development Services Manager on a three year renewable contract.

Responsibilities.

Reporting to the Chief Executive Officer of MESPT, the Business Development Services Manager will have the following responsibilities and tasks:-

- Direct the *Business Services Department* in MESPT, including guidance and supervision of Programme Officers and other staff in the department.
- Manage the donor funded and other programmes anchored in the Business Services Department.
- Prepare workplans, Budgets, reports, and other information required by donors and partners of MESPT.
- Manage the grant facilities for market development projects, including recruitment of facilitators and Service Providers on a competitive basis, management of contracts and monitoring of sub-project outcomes and impact.
- Facilitate the gradual commercialisation of the Business Services Department to achieve sustainability by 2014.
- Develop new programmes that will attract additional funding.
- Offer strategic leadership to the Business Services Department and finalize the five year strategic plan of the department for the period 2011-2015.
- As a member of MESPT's management team, offer ideas on how MESPT can contribute towards achievement of Kenya's vision 2030.
- Represent MESPT, and the Business Services Department, in relevant national and international coordination groups such as the Donor Committee on Enterprise Development (DCED).
- Be the Secretary to the National Donor Co-ordination Group on Business Development Services in Kenya.
- Introduce new, innovative and market driven products on Business services in MESPT.
- Carry out any other tasks agreed upon with the CEO.

Qualification Profile

- A Masters Degree in Entrepreneurship, Economics, Business Administration or related qualifications.
- At least 8 years of working experience in a relevant field. Understanding of BDS Market Development, M4P and value chain concepts highly desirable.
- Demonstrated knowledge of the BDS environment in Kenya (ongoing market development projects, stakeholders, organisations), and of new concepts of business services market development.
- Strong management and team leading skills. Ability to work with local and international staff and consultants.
- Flexibility and capacity to creatively conceptualize new market development interventions and approaches in a variety of sectors and disciplines.
- Ability to work with technical Committees of the Board and interaction with stakeholders at all levels from the Community, technical staff, Civil servants and the donor Community at National and International Levels.
- Experience in managing donor supported projects and bilateral programmes through Government Ministries.
- Strong communication, networking and IT skills.
- Ability to work without supervision, meeting strict deadlines and coping with intense pressure.

The detailed job description for this post is available at the MESPT websites. Qualified Candidates interested in the post should send their application by Post, Courier or On-line, to be received by 10th July 2010 and include; detailed CV, email address, daytime telephone contacts, current and expected remuneration package, names and email contacts of three referees and the academic certificates and other testimonials to the following address:-

The Chief Executive Officer
Micro Enterprises Support Programme Trust (MESPT)
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Any form of canvassing will lead to automatic disqualification.
Those who do not hear from us by 30/07/10 should consider their applications unsuccessful.