

Business Development Services (BDS) Manager

Job Description, June 2010

The Micro Enterprises Support Programme Trust (MESPT) is a Kenyan Organization whose founders are the Government of Kenya and The European Union. The organization is registered as a Trust under the Perpetual Succession Act. The organization started its operations in January 2003 after taking over from a Programme implemented by the Government of Kenya and the European Union between 1997 and 2002. Over the last seven years, MESPT has offered wholesale loans to Microfinance Organizations (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 and established a Business Services Department in addition to the financial services department. The initial activities of the Business Services Department were to implement a Business Development Services (BDS) project in the Dairy, Horticulture and other value chains. The total funding for this project that will be concluded in December 2010 was Kshs. 248 million. A new five year follow up Programme has been finalized and will start in January 2011 to December 2015. The project is expected to be over Kshs. 350 million in form of funding for BDS activities.

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 organizations. The funding for ASMEP is Kshs. 400 million and is expected to start in July 2010. The implementation of ASMEP and the closure of the current Danida funded Programme and the starting up of the new five year Programme will be the key responsibilities of the BDS Manager.

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. The Kenyan must be self driven with the vision, willingness and ability to develop the department into a self sustaining organization that will be able to survive without donor funding after 2015.

Profile of the Business Development Services Manager.

The Board of Trustees and the Management of MESPT is looking for a Kenyan that has the following general profile to take up this post.

1. A Masters Degree in Entrepreneurship, Economics, Business Administration or related qualifications.

2. At least 8 years of working experience in a relevant field. Understanding of BDS Market Development, M4P and value chain concepts highly desirable.
3. Demonstrated knowledge of the BDS environment in Kenya (ongoing market development projects, stakeholders, organisations), and of new concepts of business services market development.
4. Strong management and team leading skills. Ability to work with local and international staff and consultants.
5. Flexibility and capacity to creatively conceptualize new market development interventions and approaches in a variety of sectors and disciplines.
6. 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.
7. Experience in managing donor supported projects and bilateral programmes through Government Ministries.
8. Strong communication, networking and IT skills.
9. Ability to work without supervision, meeting strict deadlines and coping with intense pressure.

Duties and responsibilities.

The Business Development Services Manager will report to the Chief Executive Officer and is expected to carry out the following among other duties.

1. Direct the Business Services Department of MESPT, including guidance and supervision of Programme Officers and other staff in the department.
2. Manage the donor funded and other programmes anchored in the Business Services Department.
3. Prepare workplans, Budgets, reports, and other information required by donors and partners of MESPT.
4. 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.
5. Facilitate the gradual commercialisation of the Business Services Department to achieve sustainability by 2014.
6. Develop new programmes that will attract additional funding.
7. Offer strategic leadership to the Business Services Department and finalize the five year strategic plan of the department for the period 2011-2015.

8. As a member of MESPT's management team, offer ideas on how MESPT can contribute towards achievement of Kenya's vision 2030.
9. Represent MESPT, and the Business Services Department, in relevant national and international coordination groups such as the Donor Committee on Enterprise Development (DCED).
10. Be the Secretary to the National Donor Co-ordination Group on Business Development Services in Kenya.
11. Introduce new, innovative and market driven products on Business services in MESPT.
12. Carry out any other tasks agreed upon with the CEO.