

JOB DESCRIPTION



Job Title: Business Incubation Officer

**Reports To: Chief Entrepreneurial Development Officer (CEDO) or
Senior Business Incubation Officer**

Job Overview

The Business Incubation Officer is responsible for the strategic implementation, management and coordination of the Incubators in the achievement of all goals and objectives as directed by the Chief Entrepreneurial Development Officer.

Responsibilities and Duties

- Manages the strategic operations and processes of the Incubator. This includes planning, leadership, and coordination of all support functions while clients are in the incubation phase.
- Ensure compliance of clients with respect to their proposed achievements and financial goals.
- Develop best practices for growing start-ups and mentoring programme as directed by the Chief Entrepreneurial Development Officer.
- Manage the funds approved for the incubation phase including approving expenditure and ensure that the procurement process follows the Company's procurement policy and procurement legislation.
- Ensure that all periodic reports are completed and presented to the CEDO or Senior Business Incubation Officer in a timely manner.
- Identify any issues and provide timely recommendations to improve the efficient and effective operations of the Incubators.
- Ensure that all Contractual Agreements and supporting documents are properly executed by incubator clients.
- Interact with clients at least on a weekly basis (or as needed depending on the client's specific needs) to ensure that each client is continuously provided the support as indicated in the various Agreements between NEDCO and the client.
- Ensure that clients comply with all requirements including the submission of timely reports and the provision of key and relevant information that may impact on the Agreements and relationships with NEDCO.
- Ensure that all clients have prepared business plans for entry into the Incubator phase.
- Submit recommendations for client funding to the CEDO based on completed Business Investment Proposals.
- Identify training and professional support needs for clients and ensure that appropriate support services are sourced and provided.
- Ensure that Service Provider Agreements are executed for the provision of additional skills development services and/or consultancy services of Clients in the incubator and that these

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Service Providers submit relevant information on its professional services rendered to NEDCO.

- Ensure and monitor that service providers abide by the terms and conditions in accordance with the Memoranda of Agreement and that all reports are received in a timely manner.
- Monitor and manage the mentoring component of the incubator.
- Ensure that locations are equipped with the required hardware, software and the necessary infrastructure to carry out daily functions.
- Ensure that all assets are properly identified, monitored and maintained.

Qualifications & Experience

- University degree in Business, Accounting, Economics or related field
- A minimum of three (3) years' experience in General Management
- Experience in small business development will be an asset

Competencies

- Risk Management & Assessment
- Ability to work with entrepreneurs
- Innovative and creative thinker
- Excellent oral and written communication skills.
- Good interpersonal skills
- Empathetic, flexible and proactive

Submit your applications to:

*Human Resource & Administration Manager, NEDCO Head Centre,
#38 New Street, Port-of-Spain*

Or via email to ***contactus@nedco.gov.tt***

All applications must be submitted on the Employment Application Form and should include the name of the position in the subject line of the email/cover letter and be submitted by no later than **January 13, 2019**.