

JOB DESCRIPTION



Job Title: Chief Entrepreneurial Development Officer

Reports To: Chief Executive Officer

Job Overview

The Chief Entrepreneurial Development Officer (CEDO) leads the Branch Operations Network (BON) and is responsible for expanding NEDCO's business operations by developing a group of professionals working in technical areas related to loan financing, portfolio management, training, business advisory, mentorship, development services and collaborating with key stakeholders to develop research-based strategies for developing NEDCO and providing a supportive and stimulating environment for the entrepreneur. He/she is responsible for the overall development of education, awareness, incubation programmes and projects consistent with the goals of the organization. The incumbent will also provide expertise and advice to the Chief Executive Officer, the Senior Management team and other Managers regarding entrepreneurial development to improve the overall functioning and financial stability of the Company.

Responsibilities and Duties

Organizational Control

- Participate in the development of the annual strategic plan of NEDCO
- Develop and recommend the annual budget and business goals for all branches
- Develop and maintain throughout the organization, a culture of organizational integrity, sustainability and productivity
- Develop organizational competences and effective entrepreneurial development capability through training and staff development
- Develops in collaboration with other divisions, the entrepreneurial development strategy for NEDCO and the annual budget and business plan for the department.
- Develops proposals and presents opportunities to potential users of NEDCO' products which further the strategic objectives of NEDCO
- Develop and maintain throughout the organization a culture that encourages and supports entrepreneurial development to achieve quantitative and qualitative targets
- Develop document and implement policies and procedures for entrepreneurial development

Financial Reporting & Compliance

- Manage the preparation and presentation of analytical reports on portfolio quality, yield analysis, forecast trends, debt recovery, etc. to the CEO and the Board of Directors

Entrepreneurial Financing

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- Support market and advises on all entrepreneurial financial products and services available from the Company to the entrepreneurial community, including evaluation of borrowers and financial capabilities

Loan Portfolio Administration

- Achieve the business development goals as outlined in the annual business plan
- Develop and implement credit administration, debt collection/recovery, risk assessment systems, securities administration policies and procedures to effectively manage and support entrepreneurial development.
- Works with relevant agencies to resolve issues that impede the growth of NEDCO e.g. facilities and amenities
- Maintains a strong presence and NEDCO image at the national level and at each branch

Products & Services

- Ensure the development of loan products and services to support all types of entrepreneurial development by working collaboratively with the Marketing and Branding Department and the Entrepreneurial Development Department.
- Collaborates with relevant stakeholders to facilitate access to professional services and training, to support capacity building in SMEs in each area/branch.

Risk Management

- Contribute to the development of risk profiles for all types of loan products

Cost Controls

- Develop the Branch Operations Network Budget and implement cost controlling strategies with regular reporting to the Chief Executive Officer

Performance Management

- Maintain systems of performance management based on targets, benchmarks and standards of ethics and personal conduct with regular oversight, monitoring and evaluation.

Entrepreneurial Development

- Develop programs and opportunities in conjunction with relevant stakeholders which feature NEDCO as the premier provider of SME solutions in the country and which supports entrepreneurial development through its life cycle: incubation, training, business, advisory, mentorship and financing.
- Develop programs that expand the capacity and build the capability of local entrepreneurship in the industry.
- Implement relevant programmes and projects to support entrepreneurial development.

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- Promote and increase entrepreneurial development on a national level through awareness programmes, surveys, seminars, community outreach, workshops and market research
- Establishes and manages key relationships with relevant local bodies such as educational institutions to advance the purpose of NEDCO and build local entrepreneurs.
- Work collaboratively with the Marketing/Branding Department and the Operations Department to conduct trade fairs, symposiums and other events that promote the purpose of NEDCO.
- Leads and mentors the Division's personnel to create a cadre of skilled business development professionals.

Reporting

- Manage the preparation and reporting on entrepreneurial development programmes
- Implement and report on the effectiveness of the company's entrepreneurial development programmes.

Training & Advisory

- Research, develop and produce an annual calendar of training and development activities for existing and potential entrepreneurs.
- Maintain a database of relevant information and provide advice and guidance to existing and potential entrepreneurs on areas such as business plan development, accounting/finance and marketing.
- Develop a supportive and stimulating environment for the entrepreneur by providing mentorship and advisory services.
- Conduct appropriate events and programs such as conferences, symposiums and other networking sessions to grow the awareness of the services offered.

Qualifications & Experience

- University Degree in Business, Accounting, Economics or related field
- A Master's Degree in Business Administration, Finance, Economics or related field will be an asset
- At least ten (10) years post-graduate experience working in loan operations in a financial institution or in entrepreneurship development or in related functions.
- Demonstrated experience in small business development will be an asset.

Competencies

- Loan Portfolio Management
- Credit Administration
- Entrepreneurial Development
- Leadership
- Risk Management & Assessment

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- Corporate Financial Management
- Strategic Planning
- Good communications and influencing skills
- Project Management
- Relationship Management
- Knowledge of MIS

This document is intended to reflect only the main details considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the position.

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**.