

JOB DESCRIPTION



Job Title: Senior Business Incubation Officer

Reports To: Chief Entrepreneurial Development Officer (CEDO)

Job Overview

The Senior Business Incubation Officer (SBIO) is responsible for the overall development of incubation programmes and projects consistent with the goals of the organization. This individual will coordinate the activities of the incubator by working collaboratively with incubator clients, tertiary level institutions, government ministries, state institutions and the wider business community.

This position requires the ability to work in a fast paced environment, while demonstrating a positive, purpose oriented work ethic, dedication to duty and commitment in assisting innovative businesses to thrive and grow. The SBIO will build strong collaborative relationships between the business community and the incubator programme.

Responsibilities and Duties

- Implement and measure entrepreneurial development programmes through the life cycle: incubation, training, business advisory, mentorship, financing, etc. to meet specific targets.
- Manage the strategic operations and processes through planning, leadership, coordination of all support functions while clients are in the incubation phase.
- Ensure that NEDCO's entrepreneurial development programmes are in alignment with its corporate strategy. Monitor and evaluate programmes and projects, operational policies, processes, practices, and implementing strategies for continuous improvement.
- Evaluate prospective entrepreneurs to determine their financial viability, the financial mix, and other products to support entrepreneurial development.
- Prepare and report on entrepreneurial development programmes.
- Identify issues and provide recommendations for improvement in entrepreneurial development strategies. Ensure that all reports required are completed and presented to the CEDO in a timely manner.
- Implement training and advisory support programmes for entrepreneurial development and ensure that appropriate support services are sourced and provided.
- Contribute to the development of risk profiles for all types of entrepreneurial development.

JOB DESCRIPTION



- Report and evaluate on Incubation Teams.

Qualifications & Experience

- University Degree in Business, Accounting, Economics or related field
- A Master's Degree in Entrepreneurship, Business Administration, Management or related field
- At least five (5) years' experience in General Management
- Experience in small business development will be an asset.

Competencies

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

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**.