

WE ARE HIRING!

The Ghana Enterprises Agency (GEA), the apex governmental body dedicated to the promotion and development of Micro, Small and Medium Enterprises (MSMEs) in Ghana, with sixteen (16) Regional Offices and Two Hundred and Ten (210) Business Advisory Centres (BACs) and Thirty-seven Business Resource Centres (BRCs) across the country, has partnered with the Mastercard Foundation to implement the Business in a Box (BizBox). Project The Agency is contracting qualified and interested persons for appointment as District Coordinators in various districts.

DISTRICT COORDINATORS – BUSINESS DEVELOPMENT OFFICERS

JOB PURPOSE

The District Coordinators will be responsible for Coordinating the implementation of interventions to promote MSMEs' at the District level.

DUTIES AND RESPONSIBILITIES

1. Overall coordination of GEA Projects/ Programmes at the District level and assist MSMEs to complete application forms with correct details and ensure that all prerequisite documents are provided.
2. Ensuring MSMEs are registered at the District level to build GEA's Clientele and keeps records of all registered MSMEs in a database for the implementation of future programmes.
3. Conducting thorough due diligence/ diagnostic review on MSMEs where required by validating business type, location and other relevant details provided by the applicant.
4. Ensuring all GEA Projects/Programmes reach beneficiaries in the various Districts.
5. Monitoring and follow up on with beneficiaries of GEA Projects/ Programmes on a regular basis.
6. Assisting MSMEs organize, compile and keep track of their financial records.
7. Coordinating capacity building activities for Target Groups at the District level.
8. Coordinating the implementation of interventions to promote MSMEs Access to Markets, Grants and Credit.
9. Assisting MSMEs register and obtain certificates from responsible regulatory bodies.
10. Identifying appropriate E-commerce/social media platforms, set up accounts based on the nature of businesses and monitor the progress of activities of MSMEs on the platforms to ensure they are not dormant.
11. Providing Business Counselling Services and conduct needs assessment through surveys/ interviews to understand the needs of the MSMEs.
12. Conducting survey or interviews with MSMEs at the District level to understand their business training needs.
13. Performing any other additional assignment as directed by management

ENTRY REQUIREMENT

1. Minimum HND or First degree in any related subject
2. 2 years relevant work experience in a similar position.
3. Ability to train and communicate (verbally & written) effectively and efficiently in English
4. Excellent human relation skills.
5. Ability to speak a local language is an advantage

The Chief Executive Officer

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Only shortlisted applicants will be contacted.