

**FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda**

**VACANCY ANNOUNCEMENT
SMALL ENTERPRISES DEVELOPMENT SPECIALIST**

ABOUT FH

FH Association (Food for the Hungry) is an International Christian, Relief and Development organization with a vision “**All forms of Poverty ended worldwide**” and a mission; “**Together we follow God’s call responding to human suffering and graduating communities from extreme poverty**”.

We are seeking to hire a qualified, dedicated and experienced Rwandan National for the “**Small Enterprises Development Specialist**” position to support the implementation of a Project in Refugee camps and neighboring host communities. The position holder shall be based in Kigali Office with frequent travels to Mahama, Nyabiheke, Kiziba, Gihembe and Kigeme Refugee Camps.

PURPOSE OF THE POSITION

The Small Enterprise Development Specialist is responsible for overseeing all income generating enterprises and vocational training by conducting market diagnosis, identify constraints, design and facilitate development opportunities for market systems aiming at the start-up and growth of small enterprises in the project areas.

MAIN KEY RESULTS

Market Assessments

- Conduct assessment of small enterprise markets system to identify constraints and opportunities for livelihoods improvement in Refugee camps and host communities.
- Develop the interventions, result chains, indicators and document learning for small enterprise market system that empower refugees and host communities.
- Identifications, assessments and selections of the potential implementing partners for selected and emerging intervention areas.
- Build the business model and technical capacity of selected service providers that improve the efficiency and effectiveness of market functions,
- Engage in market promotion and dissemination of relevant market information among project partners and staff
- Assess the products against employment creation and business creation and identify channels of marketing the products.
- Identifies the capacity among the refugees and host communities to respond to the identified market gaps.

Value chain development

- Assess the current prevailing conditions for different Small enterprises in regards to livelihood development and within a refugee context
- Support coaching, mentorship and business incubation of Small enterprises for refugee and host communities
- Support in the design and development of Small enterprises business models, business development plans, vocational training manuals, model enterprises and enterprise development protocols
- Oversee Implementation of the economic empowerment designed plans for the BPRM project

- Promote roll-out of products to the target communities and ensure set targets are met.
- Oversee economic empowerment of households to increase their income, through training, value chain development, value addition, access to credit, business startup and linkage and access to market
- Increase the self-reliance of marginalized families in camps and host communities by increasing performance, learning, transition through an integrated approach.

Project implementation and training

- Carry out entrepreneurship trainings of the different target groups; parents, youth, Small enterprises owners.
- Train participants in the implementation of group savings, loans and business development skills
- Develop, review and evaluate business plans (individual and group) to ensure viability and sustainability of businesses
- Participate in the development and update of training materials and roll out relevant trainings to implementing partners
- Engage business mentors and coaches to mentors and support individuals and groups to excel in their established small businesses.
- Establish partnerships with local vocational centers for youth training and job creation
- Promote and disseminate relevant market information to the identified enterprises; and

JOB REQUIREMENTS

- University degree in Business Administration, Economics, Marketing, Entrepreneurship and other related fields.
- Minimum 5 years' direct experience in small enterprise development;
- Experience in marketing, business development and access to finance;
- Experience working with Private sector development;

OTHER ESSENTIAL REQUIREMENTS

- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat.
- Ability to work effectively in a team and contribute positively to the development of that team.
- Experience and willingness to work in a refugee camp
- Staff management experience and abilities that are conducive to a learning environment.
- Experience using MS Office packages, social media platforms like Skype, Zoom and Google Meet for online purposes
- Solid communication and presentation skills
- Ability to work creatively and adapt to changes within the team, location or programs
- Excellent writing and editing skills – proficient in Microsoft Office Suite.

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **12th March 2021** using the following link: <http://41.216.97.161/fhrwjobs>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanda@fh.org
- The filling of this position is subject to Contingency Fund



FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 4th March 2021

