



Strathmore
UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Private Sector Coordinator

DEPARTMENT: Strathmore University Business School

REPORTING TO: Policy Specialist

JOB PURPOSE: The Private Sector Coordinator will serve in the USAID Strategic Partnerships Program as the technical and operations support to the Agency and Voice of the Private Sector (AVPS) Policy Specialist. The primary role will be to provide technical and project support for the USAID-funded project. The individual will have a role in contributing to the project objectives by working directly with Business Associations, building relationships with Business Associations and stakeholders as well as managing parts of the project. The person will liaise with individuals on the project team in areas of institutional strengthening, access to markets and participation in national and county policy dialogues

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide project management for Business Associations Capacity Building and Policy Work.
2. Support implementation of the Business Associations Development project activities in Agency and Voice of the Private Sector.
3. Liaise and regularly visit project partners, including business associations, relevant government ministries, organizations and agencies.
4. Provide guidance to business associations through training or mentorship.
5. Support various parts of the project (e.g., work plan, overseeing the budget, track project activities and deliverables, produce donor reports, assist in coordinating M&E activities as directed by the M&E program specialist.
6. Ensure the project is compliant with USAID rules and regulations (e.g., maintaining proper records and files, adhering to standard operating procedures, etc.).
7. Provide support to organize trips and events associated with the project as necessary.
8. Keep information and documents up to date on the project.
9. Support capacity building risk assessment and strategies to embed results into the project decision-making.

10. Engage with business units and cross-functional stakeholders to align with project objectives, roadmaps, milestones and manage key metrics.
11. Conduct benchmarking activities and develop resources such as toolkits, checklists, and questionnaires.
12. Maintain positive, proactive relationships with key suppliers and stakeholders.
13. Contribute to internal and external reporting and communications on project progress.

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications, attributes, and skills:

- Project management duties such as report writing, event planning, procurement of supplies, services and management of consultants is required.
- Bachelor's degree in business or in a related field or comparable years of experience in cooperative development.
- 2 to 3 years of experience working with USG-funded programs and cooperatives.
- Experience working with and building the capacity of Business Associations.
- Experience managing relationships with local, regional, and government officials and agencies.
- Strong track record of being flexible and adaptable to project changes and needs.
- Ability to manage support staff.

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Private Sector Development Coordinator**' to the People and Culture Manager, Strathmore University Business School, on careersbs@strathmore.edu by end of the day (5.30 pm) **Friday, 29th September 2023**.

Due to the large number of applications, we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University Business School is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.