



Strathmore
UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Business Advisor - Kiambu Small Business Development Center (SBDC)

DEPARTMENT: Strathmore University Business School – USAID Strategic Partnership Program – Kiambu SBDC

REPORTING TO: County Coordinator – Kiambu County

JOB PURPOSE: As the Business/MSME Advisor, and with the support of the County Coordinator and County Administrator, the person will be in charge of driving entrepreneurs and businesses through our Kenya SBDC four focus areas which include: Business Development Services, Facilitating Access to Finance, Providing Trade/Market Information and Exploring Policy Innovations. Using the SBDC model, the person will be assigned businesses to who they will assist in thinking through key aspects of their business model, their strategies – be it product design, marketing, supply chain, value chain, or sales and distribution.

MAIN DUTIES AND RESPONSIBILITIES:

1. Represent Kiambu SBDC in relevant meetings within the county.
2. Liaise with the Kiambu SBDC County Coordinators on the progress of the business including writing periodic progress reports.
3. Liaise with the M&E specialist in measurable and quantifiable results.
4. Liaise with the Kiambu SBDC County Coordinators and Administrators in facilitating our four focus areas, screening and selection of business applicants, putting together an exciting cohort, and including the collection of relevant information and data.
5. Conduct/supervise comprehensive diagnostic assessments of MSMEs, assessing their needs to improve their products and services, quality standards, market strategy, and employee capacity.
6. Work hand in hand with MSMEs, business associations, and relevant private and public stakeholders in various sectors, providing firm-level level technical assistance, and advice.
7. Attracting high-potential and growth-oriented early-stage ventures for the organization's program.

8. Build relationships with candidate enterprises, leading to the development of a shared vision about enterprise needs and recommendations to improve their competitiveness, create business growth, create jobs, and build a diverse network of MSMEs.
9. Coordinate with MSMEs and financial institutions to increase access to finance.
10. Co-facilitate business development workshops ensuring the successful adoption and use of the organization's methodology and tools
11. Individualized follow-ups with the businesses: During the implementation of plans made during the advisory, further assist in the proper adoption and use of the organization's methodology and tools. Ensure that businesses arrive well-prepared for accessing finance and markets.
12. Assist in the development of investor presentations for businesses.
13. Determine areas of enterprise support and intervention, and oversee technical assistance provided by local and international consultants.
14. Direct responsibility for a large portfolio of partner enterprises. Provide management and follow-up of all support activities (mentoring, technical assistance, potential grants) to each partner enterprise.
15. Carry out regular site visits at partner enterprises. 50% to 70% of the Advisor's time is expected to be spent in the field with the private sector.

JOB REQUIREMENTS

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

- Bachelor's degree in any business-related course.
- Specialization in any of the following fields: ICT, Sales & Marketing, Strategy, Finance, Entrepreneurship, Business Development, Agriculture, Creatives, Textiles.
- 5-8 years' experience in developing/supporting businesses e.g., as a senior consultant, an employee of a business development organization or business analyst, senior investment analyst, or senior investment associate.
- Ability to diagnose business needs and understand how to read and interpret business financials and generally understand numbers.
- Strong analytical skills and the ability to conceptualize and concretize ideas and hypotheses.
- Love interacting with new people and guiding them on the business journey.

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 '**Business Advisor, Kiambu SBDC**' to the People and Culture Manager, Strathmore University Business School, on careersbs@strathmore.edu by end of the day (5.30pm) **Monday, 4th March 2024**.

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.