



JOB DESCRIPTION

A.POSITION INFORMATION	
Job Title	Specialist: Business Advisory Services: Regions
Job Grade	
Job Holder	
Department	Enterprise Development
Division	Enterprise Development
Review / Update Date	

B. JOB PURPOSE
Provide entrepreneurs with strategy and financial advice and support in the regions to grow their enterprises and promote an entrepreneurial culture and mindset to make them aware of available opportunities.

Main Performance Areas	Main tasks top achieve the outputs
1.Effective Functional Support:	<ul style="list-style-type: none"> - Deliver the Business Advisory Plan to entrepreneurs to support the Corporation’s Strategy and Business Plan. - Implement effective entrepreneurship business advisory services support to build successful businesses.
2. Execute Training Services Value Chain Management Functions:	<ul style="list-style-type: none"> - Identify and develop business advisory material for the entrepreneurs. - Analyze entrepreneurs’ business financial records and performance and assist to prepare budgets. - Evaluate business operations and processes: sales, marketing and branding strategies to make recommendations to improve and change them. - Present suggestions and recommendations on project management, productivity, compliance, quality and safety requirements. - Identify opportunities for enterprises business development, expansion and growth. - Build entrepreneurs networking and communications skills. - Analyze business performance to advise on employee performance, vendor relationship and supplier contracts. - Build entrepreneurs skills to identify business risks and how to mitigate the risks. - Partner with entrepreneurs to analyse markets trends: consumer spending and competitor behaviour to reposition the business. - Collaborate with enterprise development professionals to empower entrepreneurs and build entrepreneurship culture.

3. Business Reporting:	<ul style="list-style-type: none"> - Prepare and submit Monthly Business Advisory Portfolio Report and submit inputs into the BEDCO's annual reporting activities - Participate in the monitoring and evaluation of the business advisory functions and services activities and interventions.
Focus Allocation	
<p>60% focus on identifying and delivering effective business advisory support to the entrepreneurs.</p> <p>40% focus on collaborating with enterprise development professional to support BEDCO's clients.</p>	

C. JOB SPECIFICATIONS	
Minimum educational qualification:	Bachelor's degree in Business Management or related degrees
Minimum experience required:	3 years' working experience in delivering training support to entrepreneurs.
Competencies:	<ul style="list-style-type: none"> • Planning and Organising: ability to plan, organise and execute functions with less supervision. • Problem Solver: Ability to anticipate and solve problems proactively. • Analytical: Ability to breakdown complex problems into a clear issues to be addressed. • Stakeholder Management: Ability to support and create an inclusive and supportive working relationship and environment for both internal and external stakeholders. • Risk Management: Ability to identify, investigate, analyse, and measure operational risks early and develop strategies to manage/mitigate them. • Effective Communication: Ability to communicate clearly and effectively through both written and spoken communication.

D. JOB SIGN-OFF			
Compiled by		Date	
Updated by		Date	
Responsible Manager	Manager – Enterprise Development	Date	
Job-incumbent		Date	
Next Level Manager		Date	
HR Manager		Date	