



# *Job Description*

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## BUSINESS FACILITATOR

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### **JOB SUMMARY**

The incumbent is expected to collaborate with stakeholders in targeted non-energy sectors to develop and implement strategic plans, policies and strategies to facilitate business growth and development.

### **DUTIES AND RESPONSIBILITIES**

- Collaborates with stakeholders to develop and implement strategic plans for the sectors targeted for diversification
- Collaborates with stakeholders to develop policies and strategies to improve the enabling environment locally
- Works with trade related institutions in providing technical support services to exporters to access new markets
- Co-ordinates and implements business facilitation activities in collaboration with private/public sector institutions
- Undertakes research and analysis to inform business development initiatives

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Collaborates with stakeholders to develop and implement strategic plans for the sectors targeted for diversification
- Collaborates with stakeholders to develop policies and strategies to improve the enabling environment locally
- Works with trade related institutions in providing technical support services to exporters to access new markets
- Co-ordinates and implements business facilitation activities in

collaboration with private/public sector institutions

- Undertakes research and analysis to inform business development initiatives
- Results oriented and self motivated
- In possession of strong analytical and problem solving skills
- In possession of excellent interpersonal and communication skills, both oral and written
- Critical thinking

### **MINIMUM EXPERIENCE AND TRAINING**

- A Masters Degree in Business Administration, Marketing , Entrepreneurship or Management
- 2-3 years experience in Business Development and/or Trade facilitation
- Familiarity with the processes of the Ministry of Trade and Industry and other trade-related agencies will be an asset.