



VACANCY Announcement

Enterprise Development Officer - Enterprises

HLB Cezam, also called CEZAM, an independent member of HLB International, is a professional services firm registered in Kenya in 2002. We provide quality and personalized service to local and international organizations executing business in Kenya. At HLB Cezam, we have expertise providing project management, external and internal audit services, management consultancy, tax advisory, corporate reconstruction, corporate and personal finance and company secretarial services in a wide range of industry sectors including public finance, financial and insurance services, agribusiness, education, manufacturing, hospitality, investment, not-for-profit and construction. HLB Cezam is currently implementing a five-year program funded by United States African Development Foundation (USADF) that focuses on food security, renewable energy, women and youth empowerment through entrepreneurship. HLB Cezam seeks to employ a qualified Enterprise Development Officer (EDO) who will be responsible for leading the implementation of technical assistance to various autonomous organizations funded by USADF, through below summarized job description. Full details of the position are available on cezam-usadf.org.

Research and Development 40%

- Using a participatory development approach, work closely with applicants in conducting market research, costing and selling prices of their products prior to funding to help companies supported by USADF and community groups to remain profitable.
- Summarizes the various analyses in support of the project funding application and makes recommendations on the viability of proposed projects. Specific analysis is: Financial, Markets, Technology/Process and Environmental Impact
- Verifies all grant funding applicants' disclosure and compliance with USADF grant application requirements.
- In liaison with various CEZAM and USADF teams, supports applicants seeking funding from USADF in preparing project plans including project implementation plans based on careful analyses of technology choices, financial and human resources as well as markets and environmental requirements
- Researches on, and provides USADF grantees with regular updates on the regulatory requirements for their respective sector (s) for compliance with all applicable regulatory bodies under the Government of Kenya

Project Management 40%

- Employing a facilitative and participatory approach, guides grantees to ensure the accurate and timely submission of their disbursement requests, quarterly performance reports and quarterly financial reports, including verification of information in the reports.
- Through a consultative and participatory approach, support grantees in designing, writing, and producing high impact success stories using the Challenge Action Result (CAR) format, leaflets, documentaries, brochures, as well as assisting CEZAM-USADF Program in developing information for website to highlight CEZAM USADF Programs
- In liaison with the Program manager and various Program teams, manages and produces content for CEZAM-USADF Program social media sites.
- Helps the CEZAM-USADF Youth Projects' beneficiaries to develop analytical skills to understand the operational environment, internal operations and the financial condition of their enterprises
- In liaison with specific grantees, assists in the review and analysis of grantee business plans and assessment of on-going projects' financial performance and creates linkages for grantees with potential lending/funding opportunities.
- in liaison with specific USADF funded grantees and the CEZAM /USADF teams, assists in the updating of their Business Development Plans.
- Trains USADF grantees in the preparation of quarterly reports, monitors the quality of reports, verifies their accuracy, and ensures that grantees maintain adequate information to support their reports
- Assists in identifying mentors and capacity development providers that can support grantees and the youth enrolled on the CEZAM Youth Entrepreneurship and Employability Program.

Projects Execution Monitoring and Evaluation 20%

- Reviews all grantees' quarterly financial statements to assess progress towards sustainability beyond grant funding, and suggests implementation plans and performance targets, and makes recommendations for remediation as needed by respective grantees.
- Assists in the review and analysis of grantee business plans and assessment of on-going projects' financial performance under respective portfolio.
- In liaison with the program team, assists in projects sustainability strengthening activities for all USADF Kenya grantees.
- In consultation with the Program Manager, regularly makes results-based site visits to monitor and support respective portfolio or grantees, documenting and sharing discussions openly and objectively with respective grantees and the Program team.

Academic/ Professional Skills

- An Undergraduate Degree in community development bias in Financial and Market Analysis OR Business Development, Strategic Management/Business Administration/Accounting/Economics/Entrepreneurship and a Post Graduate Diploma of the relevant role.
- Proven experience in supporting and building capacity of African Startup, Growth and Expansion stage Organizations and Enterprises.

Technical Skills

- 5-7 years of relevant work experience, with 2 – 3 years in a relevant mid-level role for startups and Enterprise/Business Expansions, Business Communication/Accounting/Social Entrepreneurship/Financial Management with strong Community Engagement experience, or other related field.
- Knowledge of projects management practices including strong financial planning and management skills.
- Demonstrated knowledge of and engagement with diverse funding and development partners.
- Experience in working with and knowledge of funding requirements of various development/funding partners including USADF, USAID etc.
- Knowledge of issues in the field of development, strategies, as well as programming policies and procedures in international development co-operations.
- Qualifications/Experience in Agribusiness Youth Entrepreneurship Development, Renewable Energy will be an added advantage.
- Ability to travel across all parts of Kenya at least 60% of the time.

Competencies

- Recognizes and embraces integrity, honesty, transparency and objectivity in all dealings.
- Excellent interpersonal, negotiation, analytical, research, networking and communication skills as well as the ability to work collaboratively to impart these skills to a broad spectrum of colleagues and clients
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment.
- Holds oneself and others accountable for their actions and results.
- Strong self-starter, self-motivated, self-supervised and has high creativity skills, with capacity to work independently, follow through strict deliverables and meet deadlines ensuring to consult openly to resolve challenges in a timely manner.
- Sympathetic mentor and coach for upcoming enterprises and entrepreneurs that is patient to help them grow their enterprises to the next level.
- Effective, Efficient and prompt problem solver.
- Uses information from a variety of sources, identifies immediate action needed to address current issues, seizes opportunities to enhance performance and advance horizontal/vertical goals.
- Works to provide services at the highest professional standards. Has relevant and varied experience and keeps up to date with emerging trends and issues. Maintains professional independence.
- Creatively and comfortably uses technology to solve problems and is able to train others on the same.
- Comfortable delivering technical support virtually to upcoming and expanding enterprises to achieve project objectives.
- Excellent knowledge of English including reading comprehension, and fluency in one or more local languages.

The position is for an **initial agreement of 7 months** on a 5-year cooperative Agreement that is renewed annually, in October in alignment with the CEZAM-USADF Program year. The engagement is renewable based on performance and availability of funds. The role comes with a gross taxable pay of between USD 1,500 and 1,900 (payable in USD) with principal health insurance cover and other job related support benefits. For more information about HLB Cezam, visit our websites at (www.hlbcezam.com and CEZAM – A CEZAM-USADF Program). Applications will be accepted up to March 06, 2024. Please submit your letter of motivation (maximum 1 page) with a detailed CV/resume showing your suitability for the role. In the motivation letter, please state your current position, current and expected remuneration, email, telephone contacts. Also please include the names and full contact details of three referees on your CV. These documents should be emailed to careers@cezam-usadf.org **Do not attach any additional documents at this point. Only Applications labeled: Enterprise Development Officer-Enterprises** will be filtered for review.

NOTE: CEZAM does not charge job application/processing fees. All interested candidates should submit their applications to the above addresses.