



PEACE & EQUITY FOUNDATION

Transforming Poor Communities Through Sustainable Social Enterprise

JOB DESCRIPTION

JOB TITLE : **SENIOR SOCIAL ENTERPRISE INSTITUTE SPECIALIST**
Department : SE Institute

ORGANIZATIONAL RELATIONSHIP

- 1.1 Reporting to : SE Institute Officer
- 1.2 Supervising : n/a
- 1.3 Coordinating with : All units

JOB SUMMARY

The Social Enterprise Institute Specialist is responsible for providing timely and accurate technical and administrative support for SE Institute's capability building, pre & post needs, and development progress assessment of assisted organizations and leaders.

DUTIES AND RESPONSIBILITIES

1. Technical Support

- 1.1 Conduct capacity development needs and life cycle analysis of the SE partners.
- 1.2 Assist in the conduct of learning and development activities such as training programs, seminars, workshops and exposure visits/exchange program.
- 1.3 Create marketing collaterals for the SE Institute to showcase the benefits of the incubation and acceleration program.
- 1.4 Facilitate the evaluation of learning and development activities to ensure that objectives are achieved and lessons learned are applied to future similar activities.
- 1.5 Facilitate the conduct of the assessment of the training programs to the SE partners using the impact assessment framework.
- 1.6 Document and/or coordinate with documenter on the proper documentation of discussions, exchanges, reports and agreements during training programs.



2. Administrative Support

- 2.1 Coordinate with Communications unit the production and packaging of learning materials such as brochures, manuals, business guides and training modules/ kits.
- 2.2 Coordinate with Consultants, Speakers, Experts and volunteers for their contracts, schedules, and materials.
- 2.3 Coordinate with PEF staff and SE partners for logistical requirements such as venue, schedules, accommodation, and transportation.
- 2.4 Maintain and update the SE Institute database that will store information of learning materials, training programs, participants, Consultants and results of needs assessment, and impact assessment.
- 2.5 Submit summary reports generated from the SE Institute database.
- 2.6 Coordinate the SE Institute's participation in external events such as conferences, workshops, social media events.
- 2.7 Ensure adequacy of supplies, tracks/reports status of equipment under SE Institute.
- 2.8 Act as custodian of revolving fund for the unit's daily operation
- 2.9 Disbursement and regular replenishment of revolving fund.
- 2.10 Submit to regular cash count on weekly basis and on intermittent basis.

3. Knowledge Management

- 3.1 Document lessons from program implementation, identify success and failure factors and feed these information into the Knowledge Management process.

JOB SPECIFICATIONS

1. EDUCATION AND EXPERIENCE

- Education – Bachelor of Science or Arts,
- Experience – 3 years work experience in similar position

2. KEY COMPETENCIES

- Training and consulting administrative work
- Pre-post intervention assessment



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- Report writing skills
- Team work and collaboration
- Training and consulting project management