



PEACE & EQUITY FOUNDATION

Transforming Poor Communities Through Sustainable Social Enterprise

JOB DESCRIPTION

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

ORGANIZATIONAL RELATIONSHIP

- 1.1 Reporting to : SE Institute Manager
- 1.2 Supervising : SE Institute Specialist
- 1.3 Coordinating with : All units

JOB SUMMARY

Based on the 2016-2020 strategic plan – the SE Institute takes charge in nurturing and scaling up of Social Enterprises through the provision of a formal Incubation and Acceleration program. With the end goal of making these SEs investment ready. The Social Enterprise Institute Officer is responsible with team of experts and resource persons in planning, evaluating and implementing the capability building program that focus on Governance, Enterprise and Leadership.

DUTIES AND RESPONSIBILITIES

1. Program Development

- 1.1. Develop organizational development baseline tool to measure Governance, Enterprise and Leadership.
- 1.2. Design results-oriented capacity development needs assessments and life cycle analysis to determine the gaps/weaknesses at three levels: Governance, Enterprise and Leadership.
- 1.3. Develop systems, policies and processes such as needs assessment, curricula development, and management of Consultants.
- 1.4. Establish clear learning objectives and design appropriate learning methodologies.
- 1.5. Use the research materials generated from the Business Intelligence Unit in the development of incubation and acceleration program, strategies and approaches.



- 1.6. Analyze the Partners and Programs monitoring and evaluation reports and audit reports as input to the development of incubation and acceleration program, strategies and approaches.

2. Program Implementation

- 2.1. Oversee the conduct of capacity development needs and life cycle analysis of the SE partners.
- 2.2. Collaborate with Partners and Programs to ensure the integration of the SE Institute programs with the provision of technical assistance and mentoring at the PPU level.
- 2.3. Based on the result of the needs assessment, design the content of learning materials such as brochures, manuals, business guides and training modules/kits.
- 2.4. Facilitate the conduct of learning and development activities such as seminars, workshops and exposure visits/ exchange program.
- 2.5. Facilitate the network of Consultants and Experts and promote interaction among them (community of practice).
- 2.6. Source and manage the work and schedule of Consultants, Speakers, Experts and volunteers, and ensure compliance with policies.
- 2.7. Assess the effectiveness, delivery and performance of Consultants, Speakers, Experts and volunteers.
- 2.8. Create SE Institute database to store information of learning materials, training programs, participants, Consultants and results of needs assessment and impact assessment.
- 2.9. Measure impact and responsiveness of intervention of the training programs to the SE partners using the impact assessment framework vs. life cycle.
- 2.10. Identify and recommend integration of other support services relevant to support the Social Enterprise Institute.
- 2.11. Submit semestral and annual report on the status of the incubation and acceleration program.

3. Knowledge Management

- 3.1. Provide venue that will allow for proactive exchange of know-how, information and experience between the Foundation, pool of experts and the SE partners.
- 3.2. Document lessons from program implementation, identify success and failure factors and feed these information into the Knowledge Management process.



4. Supervision and Coordination

- 4.1 Review the performance of SEI Specialist.
- 4.2 Provide clear operational directions and regular monitoring and feedback on performance.
- 4.3 Provide coaching and mentoring and ensure continuous learning and development of staff.
- 4.4 Coordinate with the support units in ensuring that support services are provided.
- 4.5 Plan requirements for Consultants or Service Contractors to undertake specific tasks in SE Institute.
- 4.6 Prepare terms of reference of Consultants or Service Contractors based on established policy, criteria and approved budget.
- 4.7 Source, monitor, and evaluate final output of accredited Consultants or Service Contractors hired for a specific project.

JOB SPECIFICATIONS

1. EDUCATION AND EXPERIENCE

- Education – Bachelor of Science or Arts
- Experience – 5 years work experience in similar position; training/ consulting Small and Medium Enterprises

2. KEY COMPETENCIES

- Training administration
- Training Needs Analysis (TNA); training or consulting/mentoring intervention design
- Networking skills
- Teamwork/managing multidisciplinary team
- Initiative/patient/can process inputs