



# **Program Officer for Enterprise Development**

## **ROLE SUMMARY**

The Program Officer for Enterprise Development will assist PEF's SE partners in the development, improvement, and scaling social enterprises (SEs) that will enable them to provide/improve delivery of basic services, provide programs and products that will increase income and productivity of households and raise SEs' organizational, operational, and financial capacity to enable them to expand their operations, market channels, and migrate to formal credit sources.

## **QUALIFICATIONS**

- Bachelor's degree in Business Management/ Economics/ Agribusiness/ Financial Management/ Accountancy
- At least five years work experience in a similar role
- Demonstrated ability to work with multidisciplinary teams and engage diverse stakeholders

## **DUTIES AND RESPONSIBILITIES**

- Design a framework for the enterprise development program of the Foundation. Develop tools to determine gaps/ opportunities of partners in implementing their SE/BSS projects. Define a menu of potential program interventions and identify key performance indicators.
- Prepare a 3-year program plan and budget for program expenditures and investments to partners. Identify and manage risks associated with implementing the plan. Refine and update the program plan to address challenges and capitalize on opportunities.
- Provide technical support (enterprise development) to Area staff as the latter co-develop plans with the partners. Assist Area staff in the conduct of due diligence and delivery of enterprise development interventions in the area.
- Leverage financial and non-financial resources related to enterprise development, including securing strategic partnerships with relevant organizations and other enablers. Prepare and submit proposals to relevant donors/funding organizations. Manage the program's leverage funds. Ensure compliance with donor requirements and contractual obligations.



- Produce or facilitate creation of knowledge products and research outputs that support program development and implementation. Manage the database of learning materials, training programs, needs assessment, and progress reports. Serve as a focal knowledge hub for the enterprise development program, covering short-, medium-, and long-term economic and SE-able non-economic prospects. Monitor new and emerging trends in the external environment and identify opportunities. Share best practices and lessons learned with staff, our partners, and other stakeholders.
- Continuous coordination with Area and other Program staff to discuss progress of plans, challenges encountered and areas for improvement. Adjust the plans accordingly to respond to changing needs/ situations.
- Develop skills of Area teams necessary to effectively and efficiently execute the enterprise development program. Train Area teams on SE management.
- Based on the approved plans and timelines, monitor and evaluate the enterprise development program at the levels of output and outcome. Draw lessons and insights from program implementation and identify factors that drive success and failure. Apply learnings to improve program outcomes and strategies.
- Create a pool of consultants and experts in enterprise development. In coordination with Area staff, hire Consultants to undertake specific tasks, monitor deliverable performance, and evaluate final outputs.
- Develop urban and rural enterprise support with an agile team.

Lead or participate in agile teams being created for other projects. If the team leader evaluates team performance.