**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | National Entrepreneurship and MSME Development Officer |
| **Company:** | Self Help Africa |
| **Location:** | Kano |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 1 year, subject to renewal |
| **Reports to:** | Capacity Development Coordinator |
| **Organisation overview:** | **About Self Help Africa**  Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘*Sustainable livelihoods and healthy lives for all in a changing climate’*. We have almost 50 years of experience working in Africa, including over 20 years in Nigeria (as United Purpose and Concern Universal).  In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.  In early 2023, we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries: Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are: ▪ **Impact:** We are accountable, ambitious and committed to systemic change. ▪ **Innovation:** We are agile, creative and enterprising in an ever-changing world. ▪ **Community:** We are inclusive, honest and have integrity in our relationships.  To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition, and WASH. |
| **Programme description** | SHA is partnering with the World Food Programme to implement the Strengthening Food Systems project. The project aims to strengthen food systems that promote increased value chain employment opportunities for the youth; sustaining and improving on-farm and off-farm job opportunities for 50,000 young women and young men engaged in the different nodes of sorghum, millet, soya bean, groundnut, and horticulture value chains.  The project will focus on capacity building interventions for existing enterprises, using this as an avenue to create employment opportunities for youth and women in Kano State. |
| **Job Purpose:** | SHA is looking for a dynamic, high performing individual to fill the role of National Entrepreneurship and MSME Development Officer. The role of the MSME development officer will be to implement key project activities and provide business development support to micro, small and medium enterprises (MSMEs) to improve and strengthen their business practices, addressing the key constraints that MSMEs face. The ideal candidate will have a track record of working with micro, small and medium enterprises in the agricultural sector across a range of value chains. |
| **Key Responsibilities:** | **Enterprise Support**   * Provide tailor made support to MSMEs with a focus on capacity building/ coaching in areas such as financial literacy, basic financial management and compliance, identifying additional business development services where necessary. * Facilitate access to markets and finance working with relevant stakeholders. * Assist MSMEs in assessing appropriate funding sources based on their specific needs and growth plans. * Support enterprises to improve productivity through good agricultural practices and other relevant techniques. * Assist enterprises in accessing market information through market intelligence sources and digital platforms. * Support to ensure high level of accountability to participants, stakeholders and donor ensuring effective feedback mechanism, regular communication, timely production and submission of plans, reports and assessment.   **Stakeholder Collaboration**   * Leverage experience and understanding of relevant market actors and financial service providers within the MSME ecosystem. * Identify partner institutions to offer entrepreneurship trainings and additional business development services. * Facilitate off-take contracts for MSMEs to enhance their operational capabilities. * Collaborate with financial institutions, government agencies and others to create linkages between MSMEs and funding providers. * Identify and facilitate input/equipment financing schemes for MSMEs.   **Effective Implementation and Programme Quality**   * Support Capacity development implementation (Training of Trainers) etc and work closely with the Project Manager on the overall project strategy. * Support monitoring and evaluationto ensure capacity development quality assurance and oversight, which includes regular field visits in Kano.   **Transparency, Compliance and safeguarding**   * Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption. * Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities * Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities, and contribute to the protection of program participants at the LGA level. |
| **Key Relationships:** | **Internal:** Project Manager, Capacity Development Coordinator, Communications and Knowledge Management, Programmes, Operations, Finance & Compliance and Security teams.  **External:**   * World Food Programme * Stakeholders including government, Financial Service Providers, Business Development Service Providers, private sector |
| **Knowledge, Experience and Other Requirements** | **Qualifications and Experience:**   * University degree in agribusiness, agronomy business administration, Economics, Social Sciences, or a related field * A minimum of 5 years proven experience in providing capacity building and coaching support to MSMEs particularly in areas such as financial literacy, basic financial management, quality standards, agronomy * High level of computer literacy with a solid command of Microsoft Office suite * Strong analytical and problem-solving skills. * Ability to work independently and as part of a team. * Professional experience in learner-centred training methodologies and coaching.   **Skills:**   * Excellent leadership and coordination skills (and ability to coordinate several tasks at once and managing priorities) * Effective communication, problem solving and decision-making skills and diplomacy in communication * Respect for cultural diversity and gender sensitivity * Team leadership and mentoring * Monitoring, evaluation and learning * Communication, networking, facilitation and mobilisation. * Organisational development * Reporting and documentation   **Language Requirements:**  Excellent written and oral proficiency in English language is required and working knowledge of one of the local languages in North-West Nigeria.  **Desirable**  **•** Gender and intercultural sensitivity  • Positive outlook and team spirit  • Adaptable and responsive disposition relative to the demands of the Programme |

**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **1st July, 2024.** You are advised to apply early, as applications will be treated on a rolling basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunity employer.**