

## BUSINESS DEVELOPMENT SERVICE CENTRE CONSULTANCY

### Terms of Reference

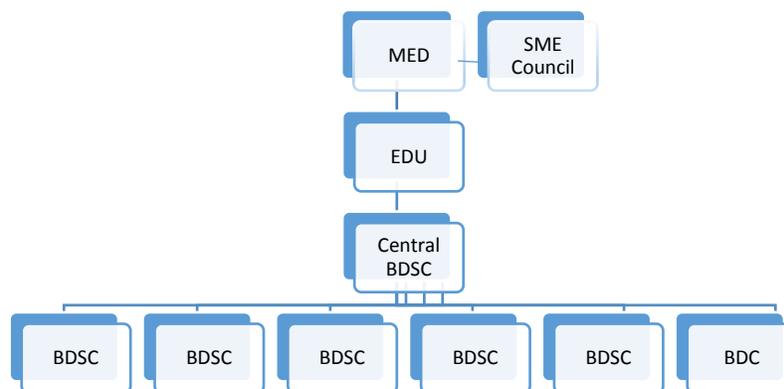
The Business Development Services Centre (BDSC) is defined as a business development Centre that provides a wide-range of business development services (BDS), common use facilities, and financial support services to assist and promote Micro, Small and Medium-sized Enterprise (MSME) growth in the Maldives. Establishment of the BDSC is an initiative of the Maldives, Ministry of Economic Development (MED). Establishment of a network of BDSCs is in line with the government strategy to support private sector development, specifically the promotion of the MSME sector, as an important component of government decentralization policy and supporting economic development opportunities and income growth outside of Male.

When fully operational, the Business Development Services Centres (BDSC) will include seven (7) provincial business centres including a Central BDSC stationed in MED, providing business development services to MSMEs throughout the country. The Central BDSC office, which provides management oversight of the BDSC, is already established in MED.

The Business Development Services Centre, or BDSC, will support government goals, strategies and priorities for achieving accelerated inclusive growth for broad-based and sustainable local economic development in the country by contributing to MSME sector development, increased job opportunities, expanded community participation in business activities, improved priority sector value chains, and a strengthened business environment conducive to broadening the country's economic base.

BDSCs will provide valuable BDS support to both new and expanding micro and small business enterprises in the Maldives. This support will include a wide-array of technical, business and related skills training services for small entrepreneurs and communities desiring to expand business enterprise activities as well as specialized technical, marketing, and financial support, including intensive business guidance and mentoring, for a select group of new business enterprises which meet business incubator program criteria for working closely with BDSCs through strategic partnership agreements.

### **BDSC Organizational Structure**



### Administration and Finance Assistant

The BDSC Administration and Finance Officer will have basic knowledge in business and accounting. The Officer must have a positive approach to work as a team to achieve program deliverables.

### Key Tasks, Responsibilities and Deliverables

The Administration and Finance Officer shall carry out the following key tasks:

- (i) Ensure all financial transactions are in order; manage records, file invoices, receipts, delivery orders and contracts
  - a. Prepare request forms, purchase order, payment vouchers and checklist for payment processing
  - b. Update Payment voucher register and PO registers
- (ii) Design and maintains proper filing and administrative system for the BSDC office
- (iii) Ensure all payments to invoices are made on time
- (iv) Assist the Accountant in keeping track of all contracts entered into with SME's and ensure that payments and repayments are made on time.
- (v) Assist the accountant and manager in managing all BDSC assets
  - a. Ensure all items procured are entered into inventory register
  - b. Ensure all items procured have been numbered correctly
- (vi) Assist in coordinating any other work with other BDSC's and CPMU
- (vii) Keep record of staff attendance and at the end of every month send attendance to CPMU with endorsement from relevant officer.
- (viii) Prepare monthly attendance sheets and ensure that it is correct and sent within the duration given
- (ix) Keep record of stock inventory
  - a. Enter any new stock procured
  - b. Record all items taken from stock and balance remaining
- (x) Assist Manager in ensuring Inventory of assets is upto date and ensure all assets have been numbered.
- (xi) Complete any other work that maybe given by the accountant, BDSC Manager and Project Manager.
- (xii) Coordinate with the BC Manager and team to plan activities under business incubator programme.
- (xiii) Support and facilitate research and development, pilot testing and technical training activities associated with MSME business incubator projects.
- (xiv) Regular inspection of business entities under the guidance and instruction of MED and reporting as required.

### Time Input

- The position is full time and the selected candidate is expected to serve till the end of December 2018. (Candidate is not permitted to work in any other institution while under the contract of MED).

### Requirements

- Complete A'levels with minimum 3 passes or diploma.
- Excellent computer skills and new interactive media user skills: social media platforms, word processing, spreadsheets, databases and web-based research.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi

### Remuneration Package

- The total remuneration package will be MVR 7,710.