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Senior Enterprise Development Officer

Gender Links (GL), a dynamic Southern African NGO headquartered in Johannesburg that promotes gender justice and equality seeks to fill the post of **Senior Enterprise Development Officer** for the Zimbabwe office.

Purpose of the position

The Senior Enterprise Development Officer reports to the Regional Manager and is responsible for implementing and supporting the requirements of the enterprise development programme in Zimbabwe.

Duties and Responsibilities

Duties and responsibilities will entail: -

- Plan and organize activities in line with the project's work plan ensuring the timely accomplishment of project objectives.
- Carrying out assessment to identify marketing needs;
- Implementing and reviewing policies, regulations, standards, plans, strategies, and activities related to agriculture; waste management, arts and culture; clean energy, primary processing, and value addition;
- Promoting value addition and supporting value chain in various thematic sectors of the enterprise project.
- Provide coaching and technical support to local government and enterprise groups on entrepreneurship, business skills, income generation and livelihood activities, including saving and loans.
- Train Enterprise groups on governance and leadership, rapid appraisal of income generating activities and other capacity building trainings in order to enhance knowledge and skills to manage themselves independently.
- Overseeing the development, interpretation, implementation, monitoring and evaluation of the Enterprise Development programme.
- Liaising with stakeholders for program implementation, and marketing.
- Advising on development and implementation of an effective programme for application and transfer of appropriate technologies;
- Preparing partnership agreements with relevant stakeholders;
- Promoting innovativeness in the development of products by enterprise groups;

- Consolidate and compile monthly, quarterly, and annual reports, inclusive of success stories and lessons learnt.
- Analyze and synthesize information for implementation of project activities and coordinate tasks with implementing partners.
- Track progress of Enterprise groups and keep updated records.
- Facilitating entrepreneurship business linkages;
- Facilitating access to markets at local, national, and regional levels.

Qualifications, experience, and skills:

- Minimum experience of eight (8) years, three (3) of which must have been in a senior management position in Enterprise Development, Marketing and Trade or in a comparable position;
- Master's degree in any of the following disciplines: - Economics, Commerce, Business Administration, Strategic Management, Agri-Business, Marketing Enterprise Development/Entrepreneurship, Business Management, or equivalent qualification from a recognized institution;
- Experienced facilitator and trainer, with training material development skills.
- Experience working with non-governmental organisations, local communities, authorities.
- Demonstrated understanding of project management best practices, including planning, budgeting, and stakeholder management.
- Ability to prioritize work, execute exceptionally well, and deliver high-quality results within very tight timelines.
- Self-starter, highly motivated, and proactive.
- Business planning/ entrepreneurship.

General conditions:

The above post is for an initial period of one year based in Harare, Zimbabwe. GL will offer a competitive remuneration package, commensurate with the qualifications and experience. Background information can be found on www.genderlinks.org.za

Please submit a CV and motivation letter, indicating your salary expectation, to zimmanager@genderlinks.org.za;

[cc: zimfinance@genderlinks.org.za](mailto:zimfinance@genderlinks.org.za) **by 8 February 2023**. Late applications will not be considered.

Only short-listed candidates will be contacted for interview.

GL reserves the right not to appoint anyone if a suitable candidate is not found.

Location:
Harare