

CO-OPERATIVE REPUBLIC OF GUYANA
MINISTRY OF TOURISM, INDUSTRY & COMMERCE
SMALL BUSINESS BUREAU
TERMS OF REFERENCE – TRAINING COORDINATOR

1. Background

- 1.1 In 2004, the Small Business Act was established to: (1) provide incentive regimes and support programmes for small businesses; (2) establish the Small Business Council (SBC), the Small Business Bureau (SBB) and (3) the Small Business Development Fund (SBDF); to serve as a guide for all aspects above.
- 1.2 The Small Business Council was established via Cabinet Decision in 2005 and consists of eleven (11) members from both the public and private sectors, appointed by His Excellency the President of the Cooperative Republic of Guyana.
- 1.3 The Small Business Act stipulates that the Minister shall establish the Small Business Development Fund, which will provide¹:
- a) Support and access to financing for small businesses
 - b) Non-financial services and assistance to help small businesses improve productivity and competitiveness
 - c) Institutional support for organisations representing, promoting, supporting and strengthening small businesses.
 - d) Funding the expenses of the Bureau
- 1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry & Commerce
- 1.5 The Small Business Bureau under the Ministry of Ministry of Tourism, Industry & Commerce is the executing agency for all of the afore-mentioned.

2. OBJECTIVES

2.1 Justification

The activities proposed are significant ventures which require the effective utilization of resources provided. In this regard, the services of the **TRAINING COORDINATOR** are required for the acquisition of all training and development needs for clients and employees for the Small Business Bureau.

Three major considerations will guide the Bureau's requirements as regards to this function:

1. Assesses training and development needs for clients and employees of The Small Business Bureau.
2. Develops and administers training programs in accordance with the assessments.
3. Helps individuals and groups develop skills and knowledge, creates training manuals, presents in-person training sessions and monitors training for effectiveness.

3. Responsibilities

The responsibilities of the Training Coordinator will include but not be confined to the following:

- Presents in-person training sessions and when necessary, online training sessions
- Oversees training programmes that include web-based seminars, printed manuals, group sessions, training videos, and more
- Determines training needs and requirements for clients and staff of SBB by meeting with clients, talking with employees and/ administering surveys
- Plans and Coordinates meetings with training institutions as well as clientele to strategically inform focus for training
- Engages capable and qualified training institutions to conduct the required training when necessary
- Maintain a database of Partner Training Institutions, various curricula offered by training institutions, and beneficiaries and their performance on courses
- Reviews existing training materials produced by third parties to determine appropriateness and relevance
- Modifies or creates course materials and training manuals to meet specific training needs
- Schedules training sessions, organizes information technology and other equipment, and manages course enrolment
- Monitors training programmes and manuals to ensure that they are effective and up-to-date and makes updates as necessary
- Works with managers to address learning issues, instruction problems, or new educational needs regarding specific employees or departments
- Manages costs for all programmes, productions, and publications in order to report to the Chief Executive Officer.
- Keeps current on the activities and needs of Micro and Small Enterprises by attending regular meetings, conferences, and seminars
- Maintains understanding of new educational and training techniques and methods
- Conducts post training surveys and prepare reports.
- Assists in drafting policies to aid in the development of small businesses.

3. Deliverables

The individual shall submit the following:

- i. Both Weekly & Monthly Progress Report of tasks undertaken.
- ii. Final Consolidated Report for agreed period

4. Qualifications

Bachelor's Degree in Business Management, Public Management or Economics from a recognized tertiary institution or any other related Social Science field.

- Preferred:

Master's Degree in Business Management, Public Management or Economics from a recognized tertiary institution or any other related Social Science field.

5. Work Experience

- A minimum of five (5) years professional work experience specifically related to training.

6. General Skills

- Must have proven work experience in assessing and executing training needs and in developing relevant material and activities.
- Must possess excellent written and verbal communication skills, Interpersonal Communication, Problem Solving and Critical Thinking,
- Planning Skills, Time Management, Attention to Detail and Decision Making.
- Knowledge of the Microsoft Office Suite (specifically word and excel)
- Previously demonstrated strategic planning skills.
- Ability to work independently and exercise initiative
- Pays attention to details

8. Duration of Appointment

The position of Training Coordinator will be required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter, is subject to a satisfactory performance.

9. Reporting obligation /Supervisor

Reports must be submitted in a Printed format and also soft copy to the Chief Executive Officer (CEO), both weekly and monthly.

The Training Coordinator will report directly to the **Deputy Chief Executive Officer (DCEO)** of the Small Business Bureau or anyone designated by him.

Remuneration

- Salary Scale - \$250,000 - \$292,000
- Allowances - \$31,000
- Gratuity – 22 ½ % of Salary every 6 months
- 1 month vacation allowance annually