



Job Description

Job Title: Programme Manager – Enterprise Development
Team: Programmes
Reporting to: Head of Programmes

Office location: Harare

General Job Definition

Under the leadership of the Head of Programmes, the Programme Manager will be responsible for the planning, implementation and inputting into the learning agenda of CAMFED's Enterprise Development programme in accordance with the Strategic and Operating Plans.

The Programme Manager should have extensive experience in supporting rural enterprises to succeed and bring a gender-sensitive approach to their work. They will work closely with the district-level CAMFED team including CAMFED Association Core Trainers, Business and Agricultural Guides as well as a wide range of multi-sectoral partners, to build a detailed understanding of the needs and opportunities for female entrepreneurs and to coordinate business development support that enables young women to launch and grow new enterprises. Building enterprise development capacity and skills through the CAMFED team at district level is an important component of the role. They will also liaise with colleagues in Enterprise Development teams across other CAMFED offices to share learning and best practice.

The Programme Manager will further be responsible for the overall leadership of the Enterprise Development Team to ensure that high-quality, measurable and cost effective deliverables are achieved within the stipulated timeframe and in compliance with donor requirements while upholding best safeguarding practice within CAMFED and across the wider partnership network.

Specific Duties and Responsibilities

- Lead in the implementation of the CAMFED's Enterprise Development programme ensuring effective and high-quality delivery of the programme activities in line with the organization strategy, annual work plans and donor targets. This should include:
 - Collaborate with colleagues at the district, national and international level for planning and evaluation of Enterprise Development programmes, initiatives and activities
 - Oversee the work by district CAMFED teams to achieve CAMFED's Enterprise Development objectives
 - Build enterprise development capacity and skills of the CAMFED Association including by coaching and training.
 - Implement the approved annual/quarterly work/operating plans and budgets in compliance with donor requirements and CAMFED's policies and procedures.
 - Ensure that timely, accurate, relevant and complete programme reports are compiled for donor report submission.



- Provide tailored business development support to entrepreneurs pursuing business growth opportunities including
 - Provide coaching, technical advice and encouragement to entrepreneurs to adopt sound business practices including robust financial record-keeping, regular business SWOTs, regulatory compliance and good customer service skills
 - Support entrepreneurs to access technical services and skills training specific to their sector and identified needs, including role models
 - Support the entrepreneurs to position themselves for growth; support them to access new markets and to secure, manage and repay business capital effectively
 - Be a dedicated point of advice and support – to assist with problem-solving and maximizing business growth opportunities
 - Identify and communicate new growth sectors and market opportunities relevant to the entrepreneurs
- Identify and develop opportunities for business collaboration among the wider CAMFED Association business network, for example in aggregation of product or supply, or creating supply chains.
- Map the support available for business development and market access. Build strong partnerships with service providers and government agencies; growing their awareness of the needs and capacity of rurally based female entrepreneurs, and knowledge and uptake among the CAMFED Association entrepreneurs of business development support that is available. This will include:
 - Build collaborative relationships with microfinance lending institutions, banking service providers and other sources to provide appropriate financial products and services to CAMFED Association members embarking on new enterprises or investing in business growth.
 - Identify and cultivate partnerships – for example with social entrepreneurial organizations, government bodies and other NGOs - to expand access to training opportunities for CAMFED Association members.
 - Facilitate district-level coordination of business support services through the Community Development Committees
- Help cultivate the values of philanthropy and “ploughing back” among CAMFED Association entrepreneurs, positioning them strongly to increase their economic support for children to go to school as they grow and profit from their businesses.
- Liaise with colleagues across other CAMFED offices globally to share best practice and learning for enterprise development at CAMFED
- Any other duty as assigned.



The Essential requirements of the person are:

Essential:

- A degree in Entrepreneurship, Microfinance or any other relevant field
- First-hand experience in providing business development services to help rural entrepreneurs to succeed, for example through work with a MSME development agency.
- Understanding of the challenges that female entrepreneurs face and experience in supporting women's business growth
- Experience of building strong multi-sectoral partnerships in the enterprise development space and knowledge of key bodies supporting enterprise development
- Awareness of, and ability to evaluate, business growth opportunities for micro entrepreneurs in rural Zimbabwe
- Experience of managing complex projects, financial accountability and reporting
- Experience of managing teams effectively

Desirable:

- Technical expertise with regard to agro-business growth opportunities and climate-smart strategies for businesses
- Experience of investing in MSMEs, for example through working with a bank

Skills and attributes

- Committed to CAMFED's goals and mission
- Knowledge and expertise for core business skills
- Strong project management and budget management skills
- Excellent team worker, able to collaborate effectively and build strong partnerships
- Excellent written and verbal communicator
- Committed to enabling women's business success
- Proactive, problem-solving and positive attitude
- Approachable, supportive and encouraging style, informing effective coaching