

EMPLOYMENT OPPORTUNITY

The Centre of Enterprise Development Inc. is looking for a dynamic and people-oriented individual to join our team as a Business Development Officer.

JOB SPECIFICATION

JOB TITLE:

Business Development Officer

NATURE OF WORK

Support CED's existing and potential MSME clients by providing first-level business and technical support. Duties include, but are not limited to:

- Develop business plans and other related documentation that support MSMEs access to finance
- Support CED's existing and potential MSME clients by providing first-level business and technical support
- Foster, facilitate and promote the establishment of new enterprises and the growth and development of existing ones.
- Work with new entrepreneurs to develop business ideas and initiatives.
- Provide guidance to start-ups as it relates to formalisation, financing and management.
- Work with clients to identify problems in existing enterprises and propose remedial actions.
- Deliver mentorship, training and educational initiatives, within capacity and skill set, aimed at bridging the identified capacity gaps.
- Represent CED's interests on community committees that support sustainable development, as required.
- Provide on-site support for MSMEs

KEY PERSONAL CHARACTERISTICS

- A high value for equality, diversity and equal opportunity for persons of varying backgrounds.
- Strong passion for helping entrepreneurs and MSMEs succeed.
- A strategic thinker
- Client-focused

QUALIFICATIONS

- A Post Graduate degree, or equivalent in Business Management, Entrepreneurship, Economics, Project Management or a related field.
- A minimum of three (3) years of experience in the business field will be an added advantage.

ASSETS

- Hands-on experience in or knowledge of MSME businesses, including within informal settings and micro enterprises development.
- Experience with working in/or with community groups and membership-based organisations at grassroots levels.
- Training or experience in financial management and literacy in the MSME sector.
- Analytical and skills related to MSMEs businesses.
- Knowledge of the Vincentian MSME entrepreneurship ecosystem and other target audiences related to startups and SMEs.
- Considerable knowledge of basic business practices and principles, including laws and regulations applicable to business activities.

KNOWLEDGE, ABILITIES AND SKILLS

- Project management
- Execution-focused
- Excellent interpersonal and communication skill
- Takes initiative
- Goal oriented
- Persistence and resilience
- Excellent planning, organising and time management skills
- Problem solving and change management
- Highly flexible and adaptable

Interested professionals with the relevant qualifications and experience may apply by Friday, 4th September, 2026, 2026 to

The General Manager
The Centre for Enterprise Development Inc.
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