

**SMALL BUSINESS BUREAU/
MINISTRY of TOURISM, INDUSTRY and COMMERCE**

TERMS OF REFERENCE - BUSINESS INCUBATOR MANAGER

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 organizations representing, promoting, supporting and strengthening small businesses.
 - d) Funding for the expenses of the Bureau.
- 1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry and Commerce.
- 1.5 The Small Business Bureau under the Ministry of Tourism, Industry and Commerce is the executing agency for all of the afore-mentioned.

2. OBJECTIVES

Under the guidance of the Small Business Bureau, the Business Incubator Manager is responsible for overall management of the programmes and services of the Belvedere Business Incubator Centre. Responsibilities include operations, research, planning, and marketing; coordinating and implementing training and development initiatives. Additionally, the Business Incubator Manager will develop and implement the overall incubator centre start up strategy; identify and establish strategic programmes and partnerships; manage incubator centre facilities, clients and stakeholders; develop and actively promote small business services and

programmes. The incumbent will be the prime interface between the Business Incubator Centre, its clients and key stakeholders.

3. RESPONSIBILITIES

The responsibilities of the Business Incubator Manager will include but not be confined to the following:

- Overall planning and implementation of the operations, resources, programmes and services of the Business Incubator Centre.
- Coordinate day-to-day operations of the incubator centre, including managing performance of staff and clients; implementation of programmes and services; progression and tracking of clients.
- Design and implement marketing and awareness strategies to promote the Business Incubator Centre.
- Develops plan and facilitate identification, screening, selection and management of incubator clients.
- Conducts research, plans and facilitates various administrative, training, mentoring and support initiatives to enhance growth of the incubator centre and its clients.
- Identifies, establishes and coordinates partnerships and networks with key stakeholders to support and expand the programmes and services of the Business Incubator Centre and its clients.
- Actively seeks funding by liaising with key stakeholders for incubator projects that require financial support.
- Assist in writing proposals, business plans and other documents for the incubator centre and its clients.
- Establishes and maintains effective monitoring, evaluation, and record keeping systems, including for financial transactions, operations, programmes and services.
- Ensures the incubator centre and its clients are compliant with applicable internal and external requirements.
- Represents the Business Incubator Centre at public events, organizations, and agencies.
- Administration of the incubator centre and any other activities that require the manager's involvement.

4. DELIVERABLES

The Business Incubator Manager shall submit the following:

- i. Weekly and Monthly Progress Reports of tasks undertaken, on the approved format.
- ii. Final Consolidated Report for agreed period.

5. QUALIFICATIONS

- A Bachelor's Degree in Business Administration, or related field from a duly recognized university.
- Master's Degree in Business Administration is desirable.

6. GENERAL WORK EXPERIENCE

- 3 to 5 years related experience in a management position.
- Demonstrable experience managing a start-up business, in an advisory or similar capacity would be an asset.
- Experience building and maintaining strong relationships between clients, the business community, local and regional government, donors, and other key stakeholders.

7. SPECIFIC WORK EXPERIENCE

- A minimum of five (5) years work experience with the public sector.
- A minimum of three (3) years professional work experience developing, facilitating and managing client and personnel training.

8. GENERAL SKILLS

- Must be computer literate.
- Must possess excellent written and verbal communication, interpersonal, communication, problem solving and critical thinking skills.
- Effective planning skills, time management, attention to detail and decision-making skills.
- Knowledge of the Microsoft Office Suite (specifically Word and Excel).
- Demonstrable experience in strategic planning and development.
- Ability to work independently, exercise initiative and innovation.

9. DURATION OF APPOINTMENT

The position of Business Incubator Manager is required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter, subject to satisfactory completion of initial contract.

10. REPORTING OBLIGATION/SUPERVISOR

The Business Incubator Manager will report directly to the **Chief Executive Officer** of the Small Business Bureau or their designate.