

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

**TERMS OF REFERENCE - BUSINESS INCUBATOR MANAGER (LETHEM)**

**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 provide<sup>1</sup>:
- 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. OVERVIEW**

The Lethem Business Incubator Centre (LBIC) and Agro-Processing Building serves to promote entrepreneurship and economic growth in Region Nine. The LBIC provides training, mentorship, business support services, and workspace for small and emerging entrepreneurs. The Agro-Processing Building focuses on value-added production by helping agro-processors transform raw agricultural products into value added goods. Together, the facilities promote job creation, innovation, skills development, and sustainable business growth while strengthening local agro-processing and small business development in Region 9.

### **3. 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 Lethem Business Incubator Centre and Agro-processing Building. 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 strategy; identify and establish strategic programmes and partnerships; manage the Incubator Centre, Agro-processing facility, clients and stakeholders. The incumbent will be the prime interface between the Business Incubator Centre, its clients and key stakeholders.

### **4. 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 and agro-processing facility, 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 and its facilities.
- Oversee and supervise the daily operations of the Agro-Processing Building to ensure efficient production, compliance with safety standards, and proper coordination of agro-processing activities.
- Monitor the proper use, maintenance, and functionality of equipment including blow molding machines, dehydrators, packaging machines, washers, industrial blenders, and other agro-processing machinery to support quality production and operational efficiency.
- 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.
- 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.
- Coordinate, administer and systematically monitor the general upkeep and maintenance of the office, facilities and equipment with service providers, contractors, consultants and suppliers.
- Any other related duties assigned.

## **5. 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.

## **6. REQUIRED EDUCATION AND EXPERIENCE**

- A Bachelor's Degree in Business Administration, Public Management or related field from a duly recognized university.
- Certificate in Industrial, Electrical, Mechanical Engineering or any other Technical Certification.
- Three (3) to Five (5) years related professional experience in a senior capacity in management, agro-processing operations, manufacturing, or facility supervision or related field in a public or private sector organization.
- Knowledge of agro-processing procedures, food safety standards, heavy duty equipment handling, and production operations.
- Experience building and maintaining strong relationships between clients, the business community, local and regional government, donors, and other key stakeholders.

## **7. PREFERRED EDUCATION AND EXPERIENCE**

- Master's Degree in Administration, Management, Economics or related field from a duly recognized university.
- Diploma in Industrial, Electrical, Mechanical Engineering or any other Technical Certification.
- Five plus (5+) years related experience in a management position with exposure to agro-processing operations, manufacturing or related field in a public or private sector organization.

- Demonstrable experience managing a business, in an advisory or similar capacity would be an asset.

## **8. GENERAL SKILLS**

- Demonstrable ability to take initiative, be proactive, and be well organized and confidential.
- A strong ability to think critically, plan, manage time, attention to detail and decision-making skills.
- Experience in project management, planning and development.
- Ability to work independently, self-motivate and innovate.
- Excellent leadership, task and resource management skills.
- Ability to communicate with internal and external customers in a polite, respectful, objective and professional manner.

## **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 his/her designee.

## **11. REMUNERATION PACKAGE**

- Base Salary: G\$437,260
- Allowances: G\$31,000
- Gratuity: 22.5% of monthly salary payable every six (6) months
- Vacation Allowance: One (1) month's salary
- Health and Life Insurance: Assuria
- Qualification Allowance