

VACANCY

SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AGENCY (SMEDA)

DUTY STATION: Freetown

POSITION: Administrative Officer

Background

The Government of Sierra Leone (GoSL), through the Ministry of Trade and Industry (MTI), is creating the Small and Medium Enterprise Development Agency to complement existing small and medium enterprise-friendly legislation and regulations. The MTI's vision for this Agency among other things is to serve as a center of excellence and guide to the GoSL, Donors, Non-Governmental organizations (NGOs), and private sector groups in providing support to SMEs in a strategic manner.

The Ministry of Trade and Industry therefore required the service of a competent Admin Office to provide services for the agency. The Administrative Officer shall report directly to the Acting CEO. The Administrative officer shall be responsible for the identification and mobilization of resources.

Qualification and Experience

A good Bachelor's Degree (at least Division II General or Second Class Honours) in a Business Administration or Public Sector Management discipline from a reputable University institution plus at least two years experience in Private or Public Administration Organization

Responsibility

Specifically, the Administrative Officer shall:

- Assist in the implementation of SMEDA programmes and projects;
- Carry out administrative activities of the Agency and maintain the filing system;

- Assist in the design and implementation of a communication strategy for SMEDAs;
- Organize awareness raising and sensitization programmes
- Organize all meetings, take and produce minutes;
- Support planning of all field missions;
- Organize communications related training activities;
- Support organization of all workshops and meetings;
- Assist in the implementation of the Capacity Development Actions for Trade Related.
- Any other resource management task as directed by the Chief Executive officer

Salary and conditions of service: attractive and negotiable.

Application (including copies of Certificates and C.V) should be submitted to the Senior Permanent Secretary Ministry of Trade and Industry, 6th Floor, Youyi Building, Brookfields not later than 02nd December, 2016.

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SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AGENCY (SMEDA)

DUTY STATION: Freetown

POSITION: Secretary

Background

The Government of Sierra Leone (GoSL), through the Ministry of Trade and Industry (MTI), is creating the Small and Medium Enterprise Development Agency to complement existing small and medium enterprise-friendly legislation and regulations. The MTI's vision for this Agency among other things is to serve as a center of excellence and guide to the GoSL, Donors, Non-Governmental Organizations (NGOs), and private sector groups in providing support to SMEs in a strategic manner.

The Ministry of Trade and Industry therefore requires the service of a competent Secretary to provide services for the agency. The Secretary shall report directly to the Acting CEO.

Qualification and Experience

A good Bachelor's Degree (at least Division II General or Second Class Honours) in Secretarial Studies, Business Administration or other relevant degree from a reputable university institution plus at least two years experience in a similar position from a renowned organization.

Responsibility

Specifically, the Secretary shall be:

- Receiving and distributing correspondences
- Keeping up-to-date contact details (i.e. names, addresses and Telephone numbers) for the management committee and where relevant) ordinary members of the organization.

- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of SME organizations.
- Keeping a diary of future activities.
 - Liaising with the Chairperson to plan meetings
 - Receiving agenda items from committee members
 - Circulating agendas and reports
 - Taking minutes (unless there is a minutes secretary)
 - Circulating approved minutes to members
 - Checking that agreed actions are carried out
 - Any other responsibility given by the CEO

Salary and conditions of service: attractive and negotiable.

Application (including certificates and recent C.V) should be submitted to the Senior Permanent Secretary Ministry of Trade and Industry, 6th Floor, Youyi Building, Brookfields not later than 02nd December, 2016.

VACANCY

SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AGENCY (SMEDA)

DUTY STATION: Freetown

POSITION: Finance Officer

Background

The Government of Sierra Leone (GoSL), through the Ministry of Trade and Industry (MTI), is creating the Small and Medium Enterprise Development Agency to complement existing small and medium enterprise-friendly legislation and regulations. The MTI's vision for this Agency among other things is to serve as a center of excellence and guide to the GoSL, Donors, Non-Governmental Organizations (NGOs), and private sector groups in providing support to SMEs in a strategic manner.

The Ministry of Trade and Industry therefore requires the service of a competent Finance officer to provide services for the agency. The Finance Officer **shall** report directly to the Ag. CEO. The Finance Officer shall be responsible for the identification and mobilization of resources, financial and Accounting Management.

Qualification and Experience

A good Bachelor's Degree in accounting, Financial Services or equivalent Professional Accounting qualification from a reputable institution plus at least two years experience in financial management in both public and private sector.

Responsibility

Specifically, the Finance **Officer** shall:

1. Prepare financial analysis and budget proposals for SMEDA
2. Prepare operational budgets and coordinate the review of project budgets;
3. Prepare all financial monitoring reports for submission to donors and government;

4. Be in charge of disbursement for approved expenditures and prepare and maintain records and accounts adequate to reflect the operation resources and expenditure of the Directorate;
5. Maintain a sound financial budgetary system, including a financial database to monitor and control expenditures in line with generally accepted accounting and administrative principles and practices and ensure that resources are transparently accounted for;
6. Liaise with the MTI and other development partner on all financial issues that may arise;
7. Participate in the annual budget preparation and financial reporting of the Ministry.
8. In consultation with the Procurement Unit of the MTI lead on the preparation of the annual procurement plan;
9. Act as the main contact for annual audit exercise;
10. Responsible for the proper management, utilization and inventory of assets and supplies of the division'
11. Lead on the requisition of office stationery, provision, supplies and coordinates deliveries;
12. Any other resource management task as directed by the CEO

Salary and conditions of service: attractive and negotiable.

Application (including certificates and recent CVs) should be submitted to the Senior Permanent Secretary MTI, 6th Floor, Youyi Building, Brookfields not later than 02nd December, 2016.