

JOB DESCRIPTION

Institution: SME Mauritius Ltd

Post: Lead

Qualifications:

- A. A first Degree in Business Administration or Business Management or Entrepreneurial Management or Economics or Finance or Entrepreneurship or an equivalent qualification acceptable to the Board, and
- B. A Master's Degree in Business Administration or Business Management or Entrepreneurial Management or Economics or Finance from a recognized institution or an equivalent qualification acceptable to the Board.

Experience:

Candidates should:

- (i) reckon at least four years' post qualification experience at management level;
- (ii) have proven experience in Leadership, Communication and Capacity Building;
- (iii) possess first-hand knowledge of the Mauritian economy, of business development and emerging Trends;
- (iv) have a good understanding of Technology and Innovation, that can be leveraged upon and drive a new era of MSME development, and
- (v) possess good analytical, organisational, interpersonal and communication skills, and be results-oriented.

Responsibilities & Duties:

- 1) To be responsible to the Head for the overall output of Business Support Services.
- 2) To assist and advise the Head in the formulation of strategy and policy.
- 3) To provide leadership and management to Business Support Services, ensuring effective systems, procedures and processes are in place to support high performance service delivery.
- 4) To organise and manage the operational deployment of staff and resources within teams to support activities.
- 5) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Lead in the roles ascribed to him.