

**Job Description****AECOM****USAID's Strengthening Entrepreneurship and Enterprise Development (SEED)****Contract No.: AID-263-C-16-00003**

**TITLE:** Senior Advisor, Business Development Services (BDS) –Non Financial Services

**LOCATION:** Cairo, Egypt

**REPORTS TO:** Component B Team Lead

**PERIOD OF PERFORMANCE:** LTTA

**PROJECT DESCRIPTION**

USAID's Strengthening Entrepreneurship and Enterprise Development (SEED) in Egypt project is part of the United States – Government of Egypt Trade and Investment Promotion in Egypt (TIPE) Bilateral Agreement. This Agreement focuses on strengthening the development of micro, small and medium enterprises (MSMEs) and entrepreneurship. More specifically, the SEED Project's purpose is to increase employment and income of MSMEs and entrepreneurs, especially those owned by women and youth in disadvantaged areas, by: (1) stimulating entrepreneurship and innovation; (2) enhancing formalization of private enterprises; (3) improving financial and non-financial services to MSMEs; (4) integrating MSMEs and entrepreneurs in progressive value chains; and (5) addressing enabling environment policy reform initiatives to facilitate MSME development that is aligned to the Government of Egypt's (GOE) socio-economic strategy.

SEED provides technical assistance, capacity building, and training to relevant stakeholders and counterparts in order to support the growth of MSMEs and promote entrepreneurship in Egypt. Stakeholders and counterparts include public sector reform champions, universities, BDS providers, mentors, business associations, investors, financial institutions, public organizations, MSMEs, and entrepreneurs. SEED will collaborate with other development partners (donors) and other USAID contractors to take full advantage of synergistic opportunities in achieving results. Special focus will be given to disadvantaged areas and population groups such as women and youth. Youth is defined for the purpose of this activity as individuals who are between ages of 15 and 29 years old.

**OVERALL RESPONSIBILITIES**

This Senior Advisor for BDS position is responsible for providing strategic, executive and operational expertise in the development and implementation of USAID SEED's project contractual deliverables. As a Senior Advisor, s/he is responsible for the execution of a complex set of assignments in alignment to project contractual deliverables and USAID's approvals and as delegated by project Chief of Party. The post holder will create networking for competence and develop strategic partnerships that will lead to high-profile interventions with direct and sustainable impacts that are measured against the Project's contractual performance standards and indicators. The Senior Advisor will serve as strategic expertise in the area of providing non-financial services to MSMEs through managing and coordinating the implementation of key strategic initiatives in the area of non-financial services. This includes but is not limited to working with One-Stop Shops (OSSs), trade, professional and industrial associations, financial institutions (banks, non-banks, and alternatives such as leasing, factoring, and venture capital), BDS providers, related donor projects, development banks, and other stakeholders in the enterprise development ecosystem.

**MAIN TASKS and RESPONSIBILITIES**

- Works strategically in alignment with the Component B team lead, COP and USAID's SEED Project COR to fulfill contractual deliverables;
- Leads, directs and coordinates special projects and initiatives to achieve component B Business Development Services (BDS or non-financial services) results and tasks;
- Manages the working relationships with the Project's strategic and operational stakeholders within the area of BDS/non-financial services;
- Gathers, investigates, researches, analyzes, and acts on information affecting operational delivery;
- Works with stakeholders to develop institutional planning, capacity building needs problem resolution;
- Manages the development and execution of Scopes of Work (SOW) for Short Term Technical Advisors (STTAs) from concept to completion;
- Ensures all interventions made as a result of SEED are measured against sustainability;
- Prepares and communicates with internal and external clients in accordance to SEED's guidelines;
- Supports executive leadership in addressing market challenges;
- Recommends and participates in the development of non-financial services reform to support alleviate the MSMEs experience in Egypt;
- Introduce competent initiatives to develop a state-of-the-art solution-based support to the target market;
- May oversee and coordinate a specific function in coordination with leadership and relevant components, as well coordinating closely with cross-cutting components to ensure delivering outcomes in the most professional manner; and
- Performs other job-related duties as assigned by the Supervisor.

**QUALIFICATIONS**

- Applicant must be of Egyptian nationality.
- University degree in Economics.
- At least 5 years of experience in project management and implementation activity in an NGO within the field of financial and non-financial services (BDS) for SME Development.
- Solid experience in the field of finance and banking with experience in SME and/or retail lending.
- Sound knowledge of the financial backdrop within Egyptian MSMEs operate.
- Solid experience in working with MSMEs and/or MSME service providers in the area of BDS (non-financial) needs and assistance.
- Solid understanding of the entrepreneurship eco-system, key players, challenges & opportunities.
- Good understanding of the MSMEs scene, main players, challenges & opportunities.
- Excellent verbal and written skills.
- Fluent English both verbal and writing communication and interpersonal skills.
- The ability to work comfortably and efficiently with a wide variety of public, private, and academic stakeholders at different levels.
- Strong analysis skills to support decision making.
- Ability to solve problems and manage conflicts.
- Attention to detail and accuracy.
- Willingness to travel to Governorates within Egypt, when required.
- Excellent knowledge of Microsoft Office.