

## TERMS OF REFERENCE FOR BUSINESS DEVELOPMENT OFFICER – SMEs

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<b>Post Title</b>	Business Development Officer (in charge of SMEs)
<b>Duration</b>	Six Month
<b>Number of Positions</b>	One (1)
<b>Country of Posting</b>	Uganda

### **About *CURAD***

The Consortium for enhancing University Responsiveness to Agribusiness Development limited (*CURAD*) is a public-private partnership initiative promoted by the Makerere University; the National Union of Coffee Agribusinesses and Farm Enterprises (NUCAFE); the National Agricultural Research Organization (NARO);

*CURAD* has established agribusiness incubation centres based at the Makerere University Agricultural Research Institute at Kabanyolo, Namukenkera Industrial Park-Kapeeka and in the Industrial and Business park Namanve. The key outputs of the incubator are mainly young skilled entrepreneurs, profitable enterprises and technological innovations. Their main objective is to improve the efficiency of marketing, to improve the quality of the product and to capture more value added products in ways that will increase returns to the producers and create jobs locally.

### ***CURAD* Mission Statement**

To produce innovative and skilful agribusiness SME incubatees through strategic partnerships that support training, mentoring, coaching and business development.

### **Duties and Responsibilities of the Business Development Officer in Charge of SMEs:**

- Carry out customer development activities by getting to SMEs, and rural and urban agribusiness customer segments so that tailored services and products can be made for them through *CURAD*'s incubation ecosystem.
- Mobilise and engage the SMEs for setting up agricultural value chain enterprises in all core chains in Uganda.
- Contribute to disseminating the information of the activities and opportunities provided by *CURAD* amongst the SMEs by tapping into commercial corporations, rural communities and to wider public through outreach activities, meetings, print/electronic media.
- Facilitate in selecting, training and developing business ideas into models and business plans for SMEs; arranging input service packages like extension services, marketing, providing office spaces.
- Support proposal development and writing for *CURAD* to help attract new partners and funding
- Facilitate and link incubated client SMEs to access financial support to implement their business plans.
- Organize and facilitate agribusiness competitions that may enable SMEs to be competitive and attract funding.
- Organize and facilitate SMEs entrepreneurial clubs and clinics along specific value chains.
- Develop Monitoring & Evaluation reports in line with *CURAD* requirements
- Conduct stakeholder and client surveys for the incubator.

- Prepare monthly articles and quarterly departmental reports on incubator activities concerning client - SMEs.
- Prepare department annual report with data on job creation, revenue generated etc.
- Perform any other duties assigned by your supervisor.

### **Required Knowledge, Skills and Abilities**

- Demonstrates the ability to be well-organized and to delegate work where appropriate.
- Has exceptional verbal and written communication skills.
- Shows a talent for marketing as well as formulating and implementing innovative ideas for promoting the program.
- Possesses exceptional public speaking skills.
- Has the ability to encourage and motivate others, particularly when dealing with youth learning groups and volunteers.
- Demonstrate the ability to attract and recruit program participants to achieve program goals.
- Display excellent networking abilities.
- Willingness to learn.
- Great attention to detail.
- Must demonstrate skills in communication, negotiation and presentation.
- Excellent quantitative and qualitative analytical skills.
- Good IT literacy, i.e. MS. Word, MS PowerPoint, and MS Excel.

### **Education and Experience**

- Bachelor's degree in Agricultural related course, business administration or a related course
- A post graduate qualification in management, agriculture or related studies is desirable
- At least 3 years' experience in supporting young entrepreneurs and working with young entrepreneurs.

### **Work Environment**

- Willingness to travel extensively around Uganda for work related activities such as outreach activities.

### **Salary**

- The salary for a program coordinator will range from a gross monthly salary of UGX 3,000,000 depending on the program and its budget as well as level of experience and education.

Submissions should be made made to: [info@curadincubator.org](mailto:info@curadincubator.org),  
Deadline: Monday 06<sup>th</sup>, February, 2023