



Vanuatu Chamber of Commerce and Industry

Job TITLE: MSME Business Finance Skills Coach

Date created: 13/06/22

| Contract | |
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| Type | Contract (that may be extended to permanent work) |
| Location | |
| Town/Country | Based in Port Vila, Vanuatu |
| Contract Length | |
| Start Date | July 2022 |
| End Date | May 2023 |
| Specifics of Recruitment | |
| <p>Background and justification:</p> <p>The Vanuatu Chamber of Commerce and Industry is the countries private sector national representative body. All business license holders are automatically members of the VCCI. The work undertaken by the VCCI is varied, focusing on advocacy and lobbying on behalf of its membership, providing information and advice to its membership and business development support via its service such as the running of workshops, projects and programs here and at provincial level to support the development of Vanuatu's micro, small, medium and large businesses. We are here to service all industry sectors including tourism agriculture, manufacturing, retail, at national and provincial levels.</p> <p>We are currently operating in Shefa and Sanma, with plans for de-centralisation of services permanently to Tafea and Malampa in the next 18 months. What we are focusing on now is building the right team.</p> <p>Based on our lessons learnt from 2020-2021 we now know that what most of our business members want and need are the skills required to correctly manage business finances. And so we are recruiting for an in-house coach who can lead our work in this business skill area.</p> <p>In this role, the coach will be responsible for running workshops and one on one sessions with clients to assist them with their financial management work in Port Vila, Santo and Tanna, and potentially other islands. The work will involve a significant amount of travel.</p> <p>We are looking for someone willing to work with and be upskilled/capacity built in financial management workshop delivery and coaching. We are looking for someone who understands the private sector and how businesses manage money so that they can give the right advice.</p> <p>Description of the Responsibilities:</p> | |



Reporting to the General Manager and Development Adviser, the Finance Coach role will be responsible for:

1. Facilitating workshops using developed materials on finance and money management skills to business clients, from grass roots (micro) to small, medium and large business men and women
2. Coaching business clients one on one to achieve implementation of improved finance skills and to provide advice where required
3. Assisting fellow VCCI service delivery staff to ensure that the right level of financial skills development is included in projects based on the client's needs
4. Reporting on financial management skills events
5. Any other reasonable tasks related to business skills development required by VCCI – this role will be expected to support the project supervisor with tasks and co-ordination across other activities when required

Qualifications/Experience/Expertise

- At least 5 years experience managing financial matters for a business in Vanuatu
- A passion for helping others to learn and personality that seeks engagement with others
- An attitude that supports getting work done, multi-tasking and pride in delivery
- Able to communicate well and to build relationships well
- Able to represent VCCI appropriately in any and all work environments
- Able to work in a flexible and imperfect working environment
- Excellent written communication skills in English; fluent spoken Bislama; and (optional) French
- Formal qualification in financial management would be useful but is not absolutely required