



TERMS OF REFERENCE OF MANAGER ENTERPRISE DEVELOPMENT

Human Resources

TOR's of Manager ED

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1. Introduction:

The Manager Enterprise Development plays an essential role in fostering the growth and sustainability of **small and medium enterprises** (SMEs) for community fostered by the organization. This position is crucial for identifying and nurturing business opportunities, developing entrepreneurial initiatives, and supporting SMEs to enhance their capacity and competitiveness. The Manager Enterprise Development will lead strategic planning, resource mobilization, and the implementation of enterprise development portfolio, ensuring alignment with the organization's mission and objectives.

2. Purpose:

The Manager Enterprise Development is responsible for leading the development and growth of enterprise initiatives within the organization. This role focuses on identifying business opportunities, fostering entrepreneurial activities, and supporting small and medium enterprises (SMEs) to enhance their capacity and sustainability.

3. Key Responsibilities:

3.1. Strategic Planning:

- Develop and implement strategies for enterprise development aligned with the organization's goals and objectives.
- Conduct market research and analysis to identify new business opportunities and trends.

3.2. Business Development:

- Identify, evaluate, and pursue new business opportunities and partnerships.
- Develop business plans and proposals to support the launch and growth of new enterprises.
- Developing pre-feasibilities of various businesses.

3.3. Support for SMEs:

- Provide technical assistance, training, and mentorship to SMEs to enhance their business operations and competitiveness.
- Develop and implement capacity-building programs for entrepreneurs and small business owners.

3.4. Management:

- Oversee the planning, implementation, and monitoring of enterprise development portfolio.
- Ensure projects are completed on time, within budget, and achieve desired outcomes.

3.5. Networking and Partnerships:

- Establish and maintain strategic partnerships with government agencies, private sector organizations, and non-profits.
- Represent the organization at meetings, conferences, and events related to enterprise development.

3.6. Monitoring and Evaluation:

- Develop and implement monitoring and evaluation frameworks to assess the impact of enterprise development initiatives.
- Prepare regular reports on project progress, outcomes, and lessons learned.

4. Qualification and Experience:

- Master's degree in Business Administration-Marketing, Economics, Rural Development, or in a related field.
- Minimum of 5 years of experience in an **enterprise development role**, preferably in a managerial position.
- If the qualification is not relevant, a minimum of 8 years of experience is required.
- Employee have in-depth knowledge of development sector.

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- Proven experience in developing and implementing enterprise development strategies and programs.
- Strong understanding of SME's development and entrepreneurship.
- Excellent interpersonal and relationship-building skills.
- Proficiency in using business development tools and software
- Ability to work under pressure and handle multiple projects simultaneously.
- Strong organizational and project management skills.
- Knowledge of modern techniques.

5. Skills and Competencies:

- Strategic thinking and problem-solving abilities
- Strong leadership and team management skills.
- High level of creativity and innovation.
- Proficient in English, Urdu, and Sindhi, with strong verbal and written expertise in these languages.

6. Salaries and Benefits:

6.1. Salary:

- Salary range of PKR: 150k per month.
- Taxes are applicable as per law of national government.

6.2. Benefits:

- He/she would be entitled for standard benefits of SRSO as per HR policy.

7. Reporting Channel:

- Manager-ED would report to CEO-SRSO.
- Staff under supervision would report to Manager-ED, technically or both (Technically and administratively)

8. Placement:

- The Manager Enterprise Development will be based at Head Office or flexibly based at any SRSO office. He/she would be frequently traveling to different districts of Sindh as per need.