

YECSI

**YOUNG ENTREPRENEURS
COUNCIL SOLOMON ISLANDS**

POSITION VACANT: YECSI Coordinator

The Young Entrepreneurs Council of Solomon Islands (YECSI) is an organisation created under a Public Private Partnership between the Solomon Islands Government (SIG) and Solomon Islands Chamber of Commerce and Industry (SICCI). YECSI is an accredited element of the National Youth Policy 2017 – 2030 with the focus on economic growth through entrepreneurship.

YECSI is a member driven organisation playing a crucial role in promoting, advocating, networking, coordinating and supporting the development of young entrepreneurs and through our pillars of support and advocacy, offer a platform to channel the voice and efforts of our members towards the socio-economic development of our country. YECSI's purpose is to create an enabling business environment for young entrepreneurs to allow them to contribute to the socio-economic development of our nation, Solomon Islands.

YECSI is looking for a confident, innovative, and driven individual with a passion for helping young people succeed. We're after someone who wants to inspire young Solomon Islanders to aspire for more and is dedicated to helping grow the next generations of business leaders here in the Solomon Islands.

Does this sound like you?

As our new coordinator you will be working in a small, high-performing agile team supported by the YECSI Board. It will be your job to:

1. **Coordinate the implementation of YECSI's long-term strategy** to support and empower young entrepreneurs. This includes:
 - a. Managing and working in a small team to execute the YECSI Strategic and Business plan
 - b. Coordinate and manage key YECSI initiatives and member activities including:
 - i. Members training workshops
 - ii. Networking & Information Sessions
 - iii. Other YECSI programs (Teachim Me & Home Blo lumi)
 - c. Supporting resource mobilisation including writing financing proposals, negotiations with potential funders to support implementation of YECSI's long-term strategy
2. **Proactively coordinate relevant analysis and research to drive advocacy** through the YECSI advocacy subcommittee on (i) work & entrepreneurial opportunities; (ii) skills requirements

of work and entrepreneurial markets; (iii) training needs; (iv) legislative, legal and policy bottlenecks constraining entrepreneurship

3. **Coordinate resource mobilisation and fundraising initiatives** through working with the YECSI fundraising subcommittee to drive fundraising activities including writing financing proposals, negotiations with potential funders to support implementation of YECSI's long-term strategy
4. **Effectively** manage YECSI finances alongside the YECSI Finance Subcommittee
5. **Build & manage key relationships** with (i) Government ministries (ii) Private Sector (iii) relevant NGO's and community partners and (iv) members to build YECSI and work together to achieve more
6. **YECSI administrative tasks**
 - a. Managing the budget planning, expenditure
 - b. Reporting to the board on a regular basis
 - c. Coordinating convening of YECSI AGMs and other YECSI meetings as maybe required from time to time
 - d. Manage the team and workflow
7. **Facilitate and / or undertake duty travel** as maybe required by the YECSI coordinator. There is some expectation that the coordinator will attend after work events, undertake travel within the country and abroad and will need to have a flexible schedule for the fast-paced, rewarding role.

Qualifications, Skills and Experience required:

- A relevant tertiary level degree
- Prior work experience in the fields of private sector development, business or trade would be preferable.
- Demonstrated leadership skills, shows initiative, demonstrates willingness to learn and can work in a team and with minimum supervision.
- Good understanding of the private sector, business and trade environment – knowledge in government policy a bonus.
- A good analytical eye with basic budgeting knowledge and basic understanding of key financial reports
- Excellent communication skills including a high level of proficiency in oral and written English and Pidgin.
- Strong ability to plan and coordinate multiple initiatives / activities effectively under pressure.
- Excellent report writing skills including experience with funding proposals & partnership agreements
- Can build and maintain relationships with key stakeholders from multiple levels
- Be a natural problem solver with the ability to proactively seek support and/or solutions when needed

Remuneration

An attractive salary and housing allowance will be paid for the right candidate.

The term of the contract of employment will be two years and can be extended with the agreement of both parties.

All applicants must provide the following:

1. Letter stating why you want this job and what you will bring to YECSI
2. Updated CV with referee contact details

All enquiries should be directed to Administration Officer at SICCI on phone 39542/39543 or email: yec.development@solomonchamber.com.sb

All applications must be addressed to: YECSI, P.O Box 650, 1st Floor, Suite 223, Hyundai Mall, Central Honiara or submit via email yec.development@solomonchamber.com.sb

All applications must be received no later than **4.30pm Tuesday 21st January 2020**. Only shortlisted applicants will be contacted to attend an interview.