

Job Title: Director

Company: Centre for Local Business Development

Location: Georgetown, Guyana

Reports to: Board of Directors - Centre for Local Business Development

Date: 14th February, 2025

Function of the Position:

The Director will play an integral role at the Centre for Local Business Development, a locally registered Not-for-Profit Entity with a record of supporting Business Development in Guyana and promote inclusive social and economic growth. This **full-time professional position** is focused on supporting the strategy, vision, advocacy, and management of the Centre, which is Guyana’s leading source for oil and gas business and industry information, professional development, and networking and policy advocacy. The incumbent will play an integral role in determining the direction of the Centre.

The Centre provides tailored mentoring, coaching, and access-to-finance support—and facilitate business-to-business linkages—for Small to Medium Enterprises (SMEs) in sectors that support the oil and gas industry other sectors within the broader economy including manufacturing, safety equipment, marine operations, offshore supply, fabrication, inspection and testing facilities, civil construction services, warehousing, spare parts management, and catering.

Roles and Responsibilities:

Centre Advocacy, Strategy, Operations, Knowledge Management and Vision & Support

Develop, execute, and expand the Centre’s service offerings to ensure growth in the Guyanese supply chain as well as inclusive economic growth and development of Guyana. This will entail:

- Provide leadership for the overall development of annual work-plans and business strategies including development and execution of a self-finding strategy for the Centre.
- Working with the Board of Directors to set goals and objectives to improve and expand the capabilities of the Centre to support local Guyanese companies.
- Working with Government, Business Associations, Embassies, Donors, and private sector on policy dialogues relating to economic and supply chain issues facing local businesses, O&G operators, and their primes.
- Identify opportunities to further expand and improve the Centre’s service offerings based on changes in the Guyanese economy and business environment.
- Plan the delivery of both new service offerings as well as improvements to existing programmes.

- Oversee membership subscriptions, including invoicing, payment tracking, and renewals for all membership categories.
- Interface with clients and ensure that client's needs are met.
- Manage, train, and coach Centre staff and support the successful delivery of their Scopes of Work.
- Oversee and manage the Centre programmes including Project Management - Mentorship, business entrepreneurship programmes, QHSSE, Communications, Business Development, and Supplier Forums.
- Contribute to the development and delivery of course/seminars materials and educational products and ensure accuracy of Centre course materials for all programmes.
- Oversee financial operation of the Centre, including revenue generation, bank accounts, financial record-keeping etc.
- Oversee HR functions related to payroll, including staff benefits, tax deductions, and compliance with statutory requirements.
- Oversee preparation and present Monthly Reports including Programme, HR, Membership Subscription and Financial Reports to the Board of Directors, including status of workplans, revenues, expenditure, payroll summaries, and cash flow statements.
- Presentation of Centre impact and strategic direction insights to the Centre's Board. Ensure all processes are followed and align with approved budgets and directives from the Board of Directors

Additional duties as deemed necessary.

Minimum Qualifications:

Master's degree in Economics, Finance, Project Management, Business Management, Supply Chain Management or Entrepreneurship and 10 years of work experience. Five years must be at the senior or management level. Related experience will be considered in lieu of academic credentials.

- Demonstrates integrity and wants to make a positive economic impact to his/her country.
- Self-starter, strategic thinker, and capable project manager.
- Ability to manage multiple priorities on deadline.
- Experience working on development programmes with positive economic and social impact.
- Experience in revenue generation for financial sustainability.
- Excellent writing, oral communication, and presentation skills.
- High level of proficiency with Microsoft Office (Word/Excel/PowerPoint) or other word processing, spreadsheet, or presentation software.
- Good judgment and ability to handle confidential information appropriately.
- Equivalent combinations of experience and education will be considered.

Preferred Qualifications:

- Eagerness to work in a start-up environment and ability to adopt to change.
- Eagerness to make a positive impact to Guyana’s economy.
- Experience in private sector, economic development, management, or business-related field.
- Experience in local content initiatives.
- Knowledge of social investment, supply chain issues, oil and gas sector, workplace training, and related matters desirable.

Application Process: Please visit www.centreguyana.com to view detailed job description. Email your curriculum vitae (CV) to the Board of Directors at board@centreguyana.com by closing date 14th February, 2025.