

Deputy Director

Location: **Guyana**

Location: **Georgetown, Guyana**

Description

Job Title: Deputy Director

Project: Centre for Local Business Development

Reports to: Centre for Local Business Development Director

Date: September 2021

Function of the Position:

The Deputy Director will play an integral role at the Centre for Local Business Development (the Centre). 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.

Roles and Responsibilities:

The percentages below are illustrative and may evolve and/or change depending on the company's needs.

Specific responsibilities will include:

Centre Advocacy, Strategy, Vision & Support (70%)

Works with the Director to develop and execute the Centre's service offerings so as to ensure continuous growth in the Guyanese supply chain as well as inclusive economic growth and development of Guyana. Under the guidance of the Director, this will entail:

- Thinking strategically – assisting the Director with setting aims and objectives to improve and expand the capabilities of the Centre to support local Guyanese companies.
- Assist with the policy dialogues on economic and supply chain issues facing local businesses with Government, Business Associations, Embassies, Donors and private sector.

- Provide leadership for the overall development of annual work-plans and business strategies.
- 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
- Interface with clients and ensure that client's needs are met.
- Supervise, train, and coach Centre staff and support the successful delivery of their Scope of Works.
- Support other Centre programmes including Analytics, Project Management, Accelerate-Her, HSSE and Supplier Forums.

Knowledge Management and Course Development (30%)

- Contribute to the development and maintenance of course/seminars materials and educational products and ensure accuracy of course materials for the Centre's project management mentorship and Accelerate-Her programmes.
- Undertake teaching of Centre courses for Project Management and Accelerate-Her programmes.
- Under the supervision and direction of the Director coordinate the efforts of external course content development specialists.
- Prepare the Centre's monthly reports.

Additional duties that support the mission of the Centre as deemed necessary.

Minimum Qualifications:

Master's degree in Economics, Finance, Project Management, Business Management, Supply Chain Management or Entrepreneurship plus 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.
- 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.

Please email your curriculum vitae to the Operations Manager at Onecka_Newland@dai.com. **Closing Date: October 14, 2021.**