

Business Acceleration Officer – Malawi Growth Accelerator

About the project

The United Nations Development Programme (UNDP), as part of its Private Sector Development Programme, is implementing the Malawi Growth Accelerator (GA), the very first Business Acceleration programme in Malawi. The Growth Accelerator injects risk capital into start-up companies led by young Malawian entrepreneurs with provision of supplementary business acceleration capital and technical advisory services.

The overall objective of the GA is to provide a competitively selected cohort of ambitious and innovative entrepreneurs to access technical assistance, co-financing and mentorship to enable growth and scaling of their businesses. More specifically, the GA provides financial support to its ventures by offering access to a maximum of \$40,000 in financing.

The programme works on a model that allows entrepreneurs to request funds within the range of \$10,000 to \$40,000 on the condition that they match with 30% the value in cash. Further to that, the programme offers entrepreneurs several options of matching such as bank loans (commercial debt), self-matching and/or equity investment (equity participation). In terms of technical support, the programme enables beneficiary entrepreneurs to participate in cohort-based technical assistance, followed by mentorship and peer-to-peer learning. Subsequently, the programme monitors venture growth for an additional period of time.

About the role

This is a call for applications for the position of the Business Acceleration Officer (BAO) in order to meet the increasing needs within the Project Implementation Unit. The BAO position is at the forefront of the Fund's day-to-day engagement and interaction with the grantee enterprises. The role is based in Lilongwe, Malawi.

The BAO will be assigned to carry out the following specific activities:

- Assist with the promotion of outreach activities, by doing presentations or carrying out workshops.
- Carry out first-level screening and assessments of concept notes and training plans using the evaluation template tools as guidance.
- Support enterprises with preparing Stage 1 (concept notes/expressions of interest) and Stage 2 (pitches/business plans/project proposals) matching grant applications as the first point of contact of the project implementation unit.
- Organise and carry out site visits to the enterprises as they implement their projects.
- Support enterprises with project implementation and grantee reimbursement claims.
- Support enterprises with project progress and milestone completion reports.
- Report and discuss any issues arising to the Project Manager that need to be resolved or risks that need to be mitigated as enterprises implement projects, including completing quarterly Project Risk Trackers highlighting the key risks.
- Organise and carry out training and information sessions (as required) for their designated enterprises under their portfolio or for sector-specific sessions.
- Provide technical assistance to grantees as required.
- Assess alternative green solutions, technologies, products, services and overall business models.

- Support enterprises with reporting results, making sure verifiable data is provided to the Monitoring & Evaluation (M&E) Expert.
- Provide data and updates to the project manager on grant implementation progress.
- Carry out project-related activities as assigned by the Project Manager.

Required expertise and experience

The prospective applicant needs to have the following qualifications:

Mandatory requirements (must-have)

- A minimum of a post-graduate degree in the field of business, entrepreneurship, finance, accounting or a related field.
- At least 5 years of experience in demonstrating knowledge of Private Sector Development in Africa or other similar countries, and in Malawi in particular.
- At least 3 years of specialist knowledge in the:
 - preparation of milestone verification reports.
 - use of grants to trigger innovation.
 - social or financial fund management, matching grant schemes or venture capital/private equity vehicles.

Other requirements (desirable)

- Strong track record of engagement with businesses, and knowledge of business dynamics.
- Experience in the preparation of milestone verification reports, and experience in monitoring complex investment projects.
- Experience in collecting meaningful data from the projects in the investment portfolio.
- Ability to prepare progress reports, and provide support to knowledge management and learning.
- Understanding of private sector dynamics in Malawi or other similar countries, and grant finance mechanisms.
- Ability and willingness to learn and adapt to new concepts.

How to apply

Please send an up-to-date CV to anthoniaO@landell-mills.com and nduwa_chunga@landell-mills.com as soon as possible, as well as relevant work examples, if applicable. We're considering applications on a rolling basis so would advise early CV submission. Please send any queries regarding this role to the same email address.