



***Towards sound entrepreneurship in Rwanda***

# BUSINESS COACH

Open Position

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**Applications on a rolling basis**

Location  
**Kigali**

Are you looking for an exciting opportunity to contribute to the vibrant world of entrepreneurship? We have a position that might be perfect for you! We are actively seeking a highly organized and detail-oriented individual to join our team as Business Coach in our dynamic organization focused on empowering entrepreneurs.

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## ◆ ABOUT BPN

BPN stands for Business Professionals Network. It is a Swiss non-profit organization that strives to support the development of Small and Medium-sized Enterprises (SMEs), in order to create jobs and fight poverty. BPN provides Coaching, Capacity building as well as networking opportunities to SMEs so they can grow their businesses sustainably.

## ◆ MAIN MISSION OF THE BUSINESS COACH

The BPN **Business Coach** unlocks and maximizes Rwandan entrepreneurs' potential through challenging their status, conducting executive coaching sessions, stimulating them to find/ create their own solutions to ensure their personal, business growth (profitability, revenues and dignified jobs created) and business performance (products, processes and services).

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# Key Responsibilities

### 1. Coaching Activities (70%) :

- Provide executive coaching (including, but not limited to topics like strategy, finances, marketing, sales and personal development of BPN entrepreneurs)
  - Contribute to the development and implementation of a coaching concept
  - Help BPN Entrepreneurs convert their ideas into executable Business cases
  - Conduct Needs and/ or Business assessments through on-site visits, when required.
  - Work closely with BPN entrepreneurs, helping them to apply what they learn during seminars.
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## **Selection Activities (20%):**

### **Training Business plan & Bookkeeping:**

- Prepare and conduct Business plan and Bookkeeping workshops regularly.

### **Business plan coaching:**

- Review business plan, confirm readiness for final selection and prepare candidate's file for final selection.
- Validate the outcome of the selection interviews of applying candidates and submit the applications to the Supervisors for final pre-selection approval.
- Confirm with the entrepreneur the final selection date.
- Invite the country director/senior coach for the final selection.

### **Documentation:**

- Ensure exact documentation of all assigned Entrepreneur's information according to process flow.
- Final selection related matters:
- Prepare final selection, attend together with the country director/expert coach, coach preparation of the final Business Plan, and make sure applicant's requirements are met.
- Ensure final selection recommendations are applied prior to contract signature.

### **Contract Signature:**

- Attending the contract signature ceremony in order to be presented to the new coachees.

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## **Documentation and others (10%)**

- Provide related coaching reports.
- Attend different entrepreneurs related events (pitch, exhibition, etc.) and be on the panel of judges when required.
- Any other related tasks assigned by the superiors.

Our positions are not static, the business coach may be called to apply their skills and talents for other related duties as assigned by the supervisors.

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# Skills, Qualifications, and Experience

## Education

- At least a Bachelor's Degree or an equivalent of a four-year college certificate with at least one major in Economics, Finance, Management or Business Administration.
- Having a coaching training certificate.

## Experience

- Minimum professional experience of 4 years.
- 1 – 2 years confirmed experience in business development services.
- Minimum of 2 years' experience in business and leadership coaching.
- Proven experience in adult learning.

## Attitude

At BPN we expect every employee to proactively practice, nurture and strengthen the following key aspects of his or her working attitude:

- Have a learning attitude and be the driver of your own development process.
- Be an active listener.
- Be entrepreneur-centric.
- Strive to perform and deliver beyond strict job content with a high ownership.

## Key competencies:

- Strong ability to maintain trust and confidentiality.
- Ability to distinguish coaching from other people's development modalities (e.g. advisory, mentorship, etc.)
- Great coaching skills including active listening skills, asking powerful questions, creating awareness, etc.
- Ability to apply ethical standards of the coaching profession.
- Significant business and entrepreneurship ecosystem knowledge.
- Empathic and high emotional intelligence.
- Excellent training skills.
- Effective communication in English and Kinyarwanda, both verbally and on paper.
- Excellent coaching report writing skills.
- Disciplined (order punctuality, representative attitude), diligent and well structured.
- High self-motivation, independent working style.
- Creative thinking.
- Problem solving skills.
- Competency in ICT applications.



**Application Link**  
**Click here**

**Deadline:**  
Applications on a rolling basis

Please note that due to high demand, only shortlisted candidates will be contacted.

