



*Towards sound entrepreneurship in Rwanda*

# JUNIOR BUSINESS COACH

Open Position

---

**Applications on a rolling basis**

Location  
**Musanze**

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 a Junior Business Coach in our dynamic organization focused on empowering entrepreneurs.

---

## ◆ 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

The BPN Junior Business Coach takes on responsibilities related to helping entrepreneurs in the pipeline to prepare a realistic Business Plan, assessing their needs, coaching entrepreneurs who are already part of BPN towards sustainability and growth.

---

# Key Responsibilities

## 1. Coaching & Selection Activities (60%):

### *Pre-selection and training:*

- Participate in the preselection Interviews of applying candidates.
  - Support the preparation and delivery of the Business plan and Bookkeeping workshops on a regular basis.
  - Encourage assigned Coachees to attend scheduled seminars.
  - Attend the Training of Trainer (ToT) and learn to become a BP & BK Workshop trainer
-

### Business plan coaching:

- Coach the pre-selected candidate as they write their business plan and fill their financial table.
- Confirm with the entrepreneur the final selection date.
- Invite the country director/senior coach for the final selection.

### Documentation:

- Ensure the exact documentation of all Entrepreneur's information according to the process flow of the selection stage: Business plans, financial plans, needs assessment & all other relevant files related to selected Entrepreneurs.
- Assist in the preparation of the Business plan and/or needs assessment reports.

### Final selection related matters:

- Prepare final selection, attend together with the country director/senior coach, coach preparation of the final Business Plan,
- Attend the final selection with the Country Director/senior coach.

---

### General Coaching Activities (40%)

- Help pre-selected Entrepreneurs to create compelling vision for their business.
- Provide coaching for business plan writing.
- Conduct needs assessments.

---

### JOB DESCRIPTION: JUNIOR BUSINESS COACH

Upon successful performance review, passively participate in executive coaching sessions and support coaching reporting.

- Contribute to the development and implementation of a coaching concept.
- Work closely with preselected entrepreneurs or project beneficiaries, helping them to apply what they learn in the Business plan and bookkeeping workshops.
- Other related duties as assigned by the supervisors.

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

# Skills, Qualifications, and Experience

## Education

At least Bachelor's degree or an equivalent of a four-year college certificate with at least one major in Economics, Finance, Management or Business Administration or other related fields.

## Experience

Minimum professional experience of 1 year.

- 1 to 2 years of experience in the entrepreneurship ecosystem
- More than 1 year experience in a coaching position (internship applies)
- 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.
- Good listening skills and ability to ask powerful questions
- Basic business knowledge.
- Ability to distinguish coaching from other people's development modalities (e.g. advisory, mentorship, etc.)
- Effective communication in English and Kinyarwanda, both verbally and on paper.
- Digital oriented skills.
- Disciplined (order punctuality, representative attitude), diligent and well structured.
- High self-motivation, independent working style.
- Problem solving skills and Creative thinking.



**Application Link**  
[Click here](#)

Applications on a rolling basis

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