



Towards sound entrepreneurship in Rwanda

MID-CAREER 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 Mid-Career 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 OF THE MID-CAREER BUSINESS COACH

The BPN **Mid-Career 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).

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.

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.

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 mid-career 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 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](#)

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

