



Towards sound entrepreneurship in Rwanda

SENIOR BUSINESS COACH

Open Position

Applications are ongoing

Location
Kigali

Are you passionate about driving innovation and empowering entrepreneurs to achieve their dreams? Join our dynamic team as a Program Manager and play a pivotal role in shaping the success stories of aspiring business leaders. We offer a collaborative and supportive environment where your strategic vision and leadership will make a meaningful impact on the startup ecosystem. Apply now and be part of our mission to fuel the growth of groundbreaking ventures!

◆ 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.

◆ Job overview:

The BPN Senior Business Coach takes on responsibilities related to coaching entrepreneurs who are already or about to be part of BPN Program, towards sustainability and growth.

◆ Key Responsibilities

a. Coaching & Selection Activities (50%):

Publicity and Management of applications:

- Present the BPN program when required to
- Coordinate the screening and preselection activities

Training Business plan & Bookkeeping:

- Coordinate and run Business plan and Bookkeeping workshops on a regular basis.
- Receive entrepreneurs' commitment for the BPN entrepreneurship development program.
- Conduct capacity building for coaches to conduct Business plan and Bookkeeping workshops.

Pre-selection:

- Validate the outcome of the selection interviews of applying candidates and submit the applications to the Supervisors for final preselection approval.
- Coach business plan preparation:
- Review business plan and candidate's file for final selection.

Documentation:

- Ensure exact documentation of all 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.
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General Coaching and mentorship Activities (40%)

- 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.
- Work closely with BPN entrepreneurs, helping them to apply what they learn during seminars.
- Co-facilitate coaching sessions with junior and business coaches

Mentoring coaches:

- Reviewing their coachees business plan
- Support business coachees in the reflection on coaching sessions

Other (10%):

- Attend different entrepreneurs related events (pitch, exhibition, etc.) and be on the panel of judges when required

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.
- Ideally with an MBA or a master's degree in Project Management, Finance management or any other related field
- With ACC (Associate certified coach)

Attitude and Values

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
- Are an active listener
- Strive to perform and deliver with diligence and beyond strict job content
- Aim for creativity and taking initiative
- Have a collaborative mindset
- Being empathetic and having the passion to serve others

Experience

- Minimum 6 years confirmed experience in business development services
- Minimum of 4 years' experience in coaching
- More than 3 years of experience in coordinating the implementation of entrepreneurship development initiatives
- Proven experience in adult learning.

Key competencies:

- Ability to follow the international coaching federation code of ethics
- Ability to assess and address coaching capacity building needs
- Ability to run coaches capacity building and provide mentorship
- Strong planning skills
- Good management skills
- Strong ability to maintain trust and confidentiality
- Ability to distinguish coaching from other people's development modalities (e.g. advisory, mentorship, etc.)
- Outstanding 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
- Customer orientation skills
- Ability to establish and maintain agreements
- Excellent training skills

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

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

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