



Towards sound entrepreneurship in Rwanda

TRAINEE BUSINESS COACH

Open Position

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 a Trainee 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 **Trainee Business Coach** supports in the activities related to helping entrepreneurs in the pipeline to prepare a realistic Business Plan and assessing their needs in the business. Furthermore, the Trainee Business Coach supports in the administrative and logistic activities related to the Coaching Division scope of work.

Key Responsibilities

1. Coaching & Selection Activities (60%):

- Coach business plan writing/Needs assessment
 - Provide explanatory assistance to the pre-selected candidate as they write their business plan and fill their financial table under the supervision of the business coach.
 - Attend group and one-on-one coaching sessions on business plan writing.
 - Attend needs assessment sessions.
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Documentation:

- Ensure documentation of all Entrepreneur's information according to the process flow: Business plans, financial plans, needs assessments & all other relevant files related to selected Entrepreneurs.
 - Ensure proper documentation of all entrepreneur information from preselection and throughout the program engagement under the supervision of the Head of Department.
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Other (20%):

Our positions are not static, the trainee 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.
- Proven passion for entrepreneurship and human-being growth.
- No required experience.

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.
- Be an active listener.
- Be an entrepreneur centric.
- Strive to perform and deliver beyond strict job content with a high ownership.

**Key
competencies:**

- Analytical and research skills
- Competency in ICT applications
- Good report writing skills
- Effective communication in English and Kinyarwanda, both verbally and on paper
- Good listening skills
- Customer orientation skills
- Objective and result-oriented
- Disciplined (order punctuality, representative attitude), diligent and well structured
- High self-motivation
- Teamwork
- Creative thinking
- Problem solving skills

Application Link
[Click here](#)

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

