

VACANCY: BUSINESS MANAGER POSITION

Terik Essentials Programs Agency for Development Kenya, TEPAD KENYA (<http://www.terik.org>) is a non-profit organization established in 2002 to deliver services that improve the quality of lives of marginalized grassroots communities through education, health, research and innovation. As a social enterprise strategy TEPAD KENYA is supporting small scale rural farmers in agribusiness through value-addition.

We are looking for a dynamic business manager to oversee the growth of our start-up health foods and nutraceuticals business portfolio.

A. Reporting to:

Project Manager

B. Job responsibilities

- Implementation of the organization's start-up business plan
- Organization and coordination of production, sales and marketing operations
- Supervision and management of work employees
- Oversee the efficiency of operations and set-up of strategic goals
- Establish and maintain good relations with our partners , vendors and suppliers
- Ensure adherence to prevailing industry rules and regulations
- Development of grant and funding proposals
- Ensure optimal use of the financial resources of the organization thru annual budgets, monthly reports, adhering to cost accounting procedures and obtaining value for money through competitive procurement practices
- Representing the organization in meetings, events and conferences.

C. Requirements

- At least 3 years' experience as a business manager or a similar role
- Good communication and interpersonal skills
- Background knowledge in accounts, finance and marketing
- Excellent organizational and leadership skills
- BSc or BA in Business Management or a relevant field.

Application

Interested candidates may send their CVs complete with copies of relevant certificates to:

hr@tepadkenya.org

To be received not later **than 30th April 2019**. Only shortlisted candidates shall be contacted.