

## **Job Title: Coordinator, Micro, Small and Medium-sized Enterprise Development**

The Caribbean Development Bank (CDB) is seeking to recruit a Coordinator, Micro, Small and Medium-Sized Enterprise Development for the Private Sector Division. The successful candidate will be based at CDB's Office located in St. Michael, Barbados.

### **PRIVATE SECTOR DIVISION**

The Private Sector Division (PSD) supports the development of Micro, Small and Medium-Sized Enterprises (MSMEs) sector and in building a broader ecosystem for private sector development in client countries using Technical Assistance (TA), direct lending and public-private partnerships (PPPs). The focus of the Division includes:

1. Providing a range of support mechanisms to MSMEs.
2. Identifying new approaches to intermediary lending, through both Development Finance Institutions and other potential partners.
3. Directing private sector lending through the Bank's Ordinary Capital Resources window and the leveraging of partnerships with other International Financial Institutions.
4. Providing support for PPPs, including collaborative lending with partners

### **THE ROLE**

Reporting to the Division Chief, Private Sector Division, the Coordinator, Micro, Small and Medium-Sized Enterprise (MSME) Development is responsible for the strategic leadership, coordination, and implementation of the Bank's MSME development programming.

This includes oversight of the Caribbean Technological Consultancy Services (CTCS) Network, the Cultural and Creative Industries Innovation Fund (CIIF), SheTrades Caribbean, and the integration of MSME support across broader Bank instruments and thematic priorities including climate resilience, digital transformation, innovation, and sustainable value chains.

The Coordinator is required to:

- Provide a consistently high level of technical and procedural advice and guidance to internal and external stakeholders in the design, implementation, and evaluation of MSME-focused initiatives.
- Represent the Bank on key issues related to MSME development, including regional policy dialogues, donor coordination platforms, and stakeholder engagements; and
- Play a pivotal role in promoting MSMEs as engines of inclusive and resilient economic growth across the Caribbean.

### **KEY RESPONSIBILITIES**

The Coordinator, MSME Development, is required to:

- Lead the formulation of strategy, policy, technical documents, and tools aimed at strengthening the MSME ecosystem in the Caribbean, in alignment with CDB's Strategic Plan, Gender Equality Policy, and Private

Sector Development Strategy.

- Plan and manage the work programme for MSME development, allocating workloads and resources to ensure timely achievement of objectives.
- Coordinate the design and implementation of flagship MSME initiatives (CTCS, CIIF, SheTrades Caribbean), ensuring responsiveness to evolving regional needs.
- Integrate cross-cutting priorities such as climate resilience, digitalisation, youth empowerment, and gender equality into all MSME interventions.
- Promote synergy between MSME programming and financial instruments such as lines of credit, guarantee mechanisms, and blended finance solutions.
- Prepare and manage programme and project budgets, processing schedules, and performance plans.
- Directly manage or delegate complex and innovative MSME initiatives, ensuring high-quality design and delivery.
- Provide quality control and technical review of programme proposals and implementation reports, addressing bottlenecks and recommending corrective action as needed.
- Support the preparation of policy papers, project proposals, and Board submissions related to MSME development.
- Foster innovation and guide the development of new MSME-focused instruments and partnerships, especially in response to emerging thematic opportunities.
- Build and sustain strategic partnerships with government agencies, international development partners, private sector associations, and civil society to advance the MSME agenda.
- Lead resource mobilisation efforts, including donor coordination, proposal development, and programme reporting.
- Represent CDB in regional and international fora on MSME development.
- Supervise and mentor MSME-related staff fostering a collaborative, high-performance culture.
- Evaluate team members' performance, identify capacity development needs, and recommend training to address skill gaps.
- Organize knowledge management resources and tools to strengthen the quality of knowledge projects and to facilitate regular information dissemination/knowledge transfer internally and externally.

## **QUALIFICATIONS AND COMPETENCIES**

The Coordinator, MSME Development must have an excellent track record and experience in project management and managing teams. The ideal candidate will have a strong client focus, excellent business judgement and ability to produce consistently positive results. The Coordinator will be required to inspire, motivate and guide others toward goal accomplishment and must have the ability to design and implement initiatives which maximise employee potential and foster commitment, team spirit and trust.

## **EDUCATION AND EXPERIENCE**

The successful candidate should have:

- A postgraduate degree in Business Administration, Finance, Economics, Governance, International Trade/Affairs/Development or other relevant disciplines.
- Significant experience in MSME Development at policy and implementation levels nationally or regionally with at least five years' experience in leading and managing MSME programmes.
- Sound understanding of MSME Development and the development challenges, opportunities and cultural nuances of CDB's BMCs, and the Region as a whole.
- Knowledge of cross-cutting themes such as gender equality, disaster risk management and climate sustainability.
- Experience in budgetary control processes and management of staff.

## COMPETENCIES

### Function-Specific Competencies

The Coordinator, MSME Development must have:

- Ability to lead and empower a multidisciplinary team toward achieving strategic goals.
- Capacity to foster collaboration, accountability, and innovation across programmes and stakeholders.
- Exceptional communication skills to clearly and persuasively convey complex technical and policy issues.
- Proficiency in project planning, financial analysis, and results-based management.
- Strong understanding of MSME finance, entrepreneurship ecosystems, and private sector development policy.
- Ability to operate effectively in a multicultural environment and build partnerships with diverse stakeholders.
- Adaptability in managing shifting priorities and meeting deadlines in a dynamic development environment.

### Behavioural Competencies

Competency	Definition
<b>Acting as a Champion for Change</b>	Actively identifies problems and opportunities for change and implements solutions where appropriate. Maintains effectiveness when experiencing major changes in work tasks or the work environment; and supports people in their efforts to try new things.
<b>Acting Decisively</b>	Moves quickly to make decisions and commits to a clear course of action; comfortable making decisions based on partial information; willing to take risks in order to maintain momentum; shows a strong bias toward action.
<b>Acting Strategically</b>	Aligns day-to-day activities around broader organisational goals and objectives; prioritises resources based on the strategic objectives of the organisation; recognises and rewards people based on how their actions support the broader needs of the organisation.
<b>Championing Customer Needs</b>	Calls attention to issues that impact customer satisfaction; views situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
<b>Communicating Effectively</b>	Consistently communicates with clarity and thoroughness to optimise audience understanding. Communicates information in a clear, concise, and timely manner. Demonstrates effective speaking and presentation skills.
<b>Delivering High Quality Work</b>	Critically reviews work processes to ensure quality; addresses problems that could impact quality; makes sure project deliverables and services meet all requirements and expectations; does not make the same mistakes twice.

Competency	Definition
<b>Displaying Technical Expertise</b>	Keeps his/her technical skills current; effectively applies specialised knowledge and skills to perform work tasks; understands and masters the technical skills, knowledge, and tasks associated with his/her job; shares technical expertise with others.
<b>Driving for Results</b>	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.

## TERMS OF APPOINTMENT

This role is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. The benefits package includes a pension plan, life and medical insurances.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that we will not discuss your background and interest with anyone including references, without your prior consent.

The deadline for submission of applications is **July 30, 2025** at 11:59 pm AST.

**The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious, cultural background, gender, sexual orientation, or disabilities. Women are strongly encouraged to apply.**

**The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request such accommodation.**

