

Kwakha Indvodza (KI), Eswatini's foremost male mentoring organization which specializes in community-led health and behaviour change interventions with men and boys, in collaboration with Cospe, Swaziland Rural Women Assembly, Luvatsi and Gcama Mfati, is currently implementing a 2-year project in partnership with the European Union to support the youth and women in rural areas of the 4 regions of Eswatini, in strengthening their decision making and entrepreneurship capacities and opportunities.

As an implementing partner, Kwakha Indvodza, an equal opportunity employer seeks a suitably qualified and experienced individual for the following vacancy under the YES - Youth and women Empowerment and Support Project:

Business Mentors (2)

Reports to: Business Mentoring Coordinator and Project Accountant

Home Office: Kwakha Indvodza HQ, with frequent national travel

Roles and Responsibilities:

- Identify needs of the business
- Provide support/business mentorship for the business to ensure the achievement of its objectives beyond Project end.
- Verify expenditure under this action and assist with ensuring that adequate support documentation is available
- Identify market needs of the businesses, support and facilitate linking of products and services of the businesses to target customers, maximising their sales and maintaining sustainable markets
- Assist seed-grants winners with preparation of individual Monthly reports (narrative and financial) to be submitted to the Project Coordinator and Accountant of the Project.
- Produce and present a monthly report to Kwakha Indvodza through the YES Project Coordinator with recommendations and future plans.
- Assist with the disbursement of the funds for the winners
- Attend monthly meetings for the winners and provide further general support to the winners.
- Assist with/or organise further technical support for winners for the continuation of the business beyond the Project period.

Requirements & Core competencies

- At least 2 years' experience in an NGO or similar field (required), working within an economic strengthening / livelihoods project, or similar.
- At least an undergraduate degree in Business Management or related field (required).
- Proven coordination and organizational skills working towards deadlines and donor/partner expectations.



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- Good written, oral and non-verbal communication skills, including fluency in English and siSwati (required).
- Good interpersonal skills, especially when working with a diverse team.
- An understanding of financial processes and fiscal best practice.
- Fully computer literate, including daily familiarity with Microsoft Office suite.
- Good work ethic: timely, focused and comfortable working in a high-pace, innovative environment.
- Demonstrated personal and professional record of leading by example in ethic business practices, making healthy lifestyle choices and positive personal growth.
- A record clear of all major criminal offences (required)
- Driving License with a clean record (required)

Written applications together with a comprehensive Curriculum Vitae, Certified copies of academic certificates and recent references should be addressed to:

The Human Resources Officer

Kwakha Indvodza

PO Box 8935

Mbabane

and emailed to careers@kwakhaindvodza.com .

Deadline: 12th October 2024