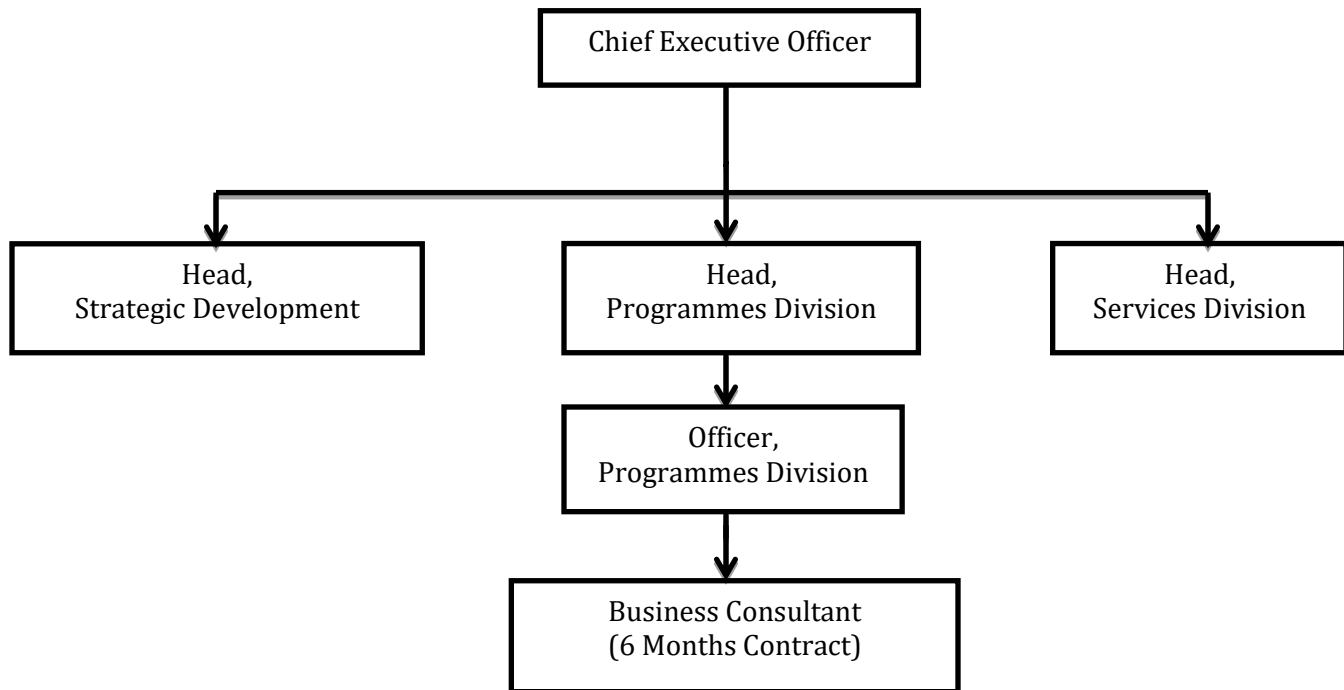




Islamic Relief Malaysia
Job Description
Business Consultant, Programmes Division

JOB TITLE:	Business Consultant (6 Months Contract)
BASE LOCATION:	Telecommuting
GRADE/SALARY	RM 1,500.00 per month
DIVISION PURPOSE:	Islamic Relief Malaysia is a fundraising and awareness-raising organisation which is also becoming increasingly active in the implementation of social welfare projects in Malaysia. IRM's works with various sections of the community including local authorities, schools, welfare organisations, government and non-governmental organisations at different levels.
DEPARTMENT PURPOSE:	To develop and implement strategies to increase the funding income of Islamic Relief through a range of fundraising initiatives and through acquisition & retention supporters.
JOB PURPOSE:	1. To give analytical consultation on business development of IRM's beneficiaries at Projek Perumahan Rakyat (PPR) Lembah Subang, Selangor. 2. Enhance individual capacity of beneficiaries in related skills, proportional with their business nature.
REPORTING TO:	Officer, Programme Management
STAFF REPORTING:	NIL

Organisation Structure for Programmes Divisions



SCOPE AND AUTHORITY

- Expected to take decisions on agreed levels of expenditure according to financial guidelines
- Partner with IRM project management team to assess and improve current beneficiaries business processes,
- Research into beneficiaries business. Analyse the data to pinpoint the problems.
- Sit down with beneficiaries to assess and address their situations. Give excellent solutions, recommendations and develop business plans for IRM's beneficiaries to implement changes.
- Assist and consult beneficiaries during project period and resolve any problems incurred
- Submit regular report about beneficiaries' performance to project management team.

KEY OBJECTIVES

- Mentoring & coaching
- Provide relevant advance training
- Reporting and documentation

KEY DUTIES AND RESPONSIBILITIES

MENTORING & COACHING

- Ensure participation of beneficiaries in each SEG session (grouping session) and facilitate each session
(1 time per month, 2 hours per session)
- Identify problem(s) if any and consult the beneficiaries on how to resolve the situation.
(2 times per month x 16 beneficiaries x min 2 hour per session)
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PROVIDE RELEVANT ADVANCE TRAINING

- Asses, plan and propose relevant additional advance training for each beneficiaries depending on the need
(1.5 hours assessment for each beneficiary x 16 beneficiaries and min 3 hours to manage each training)

REPORTING AND DOCUMENTATION

- Provide monthly progress report for each beneficiary.

KEY SUCCESS FACTORS:

- Demonstrating a cooperative, responsive, flexible and beneficiaries driven attitude.
- Excellent progress of beneficiaries' motivation to success in their business.
- Comprehension level of beneficiaries to mitigate and solve any obstacle.
- Significant improvement of beneficiaries' monthly income.
- Accurate data and reporting

PERSON SPECIFICATION:

MENTORING & COACHING

- Minimum 5 years' experience in business consultation
- Ability to analyse data and produce reports
- Excellent PR and communication skills
- Able to manage time efficiently



GENERAL

- Education requirement, SPM and above.
- Good standard of English and Malay language
- Good standard of numeracy
- Good IT ability, including good typing skills and the use of Excel and Word

THE PERSON

- Flexible and responsive
- Able to plan and prioritise work within defined parameters
- Able to communicate in an engaging and persuasive style

Signed by: _____ (Head, Programmes Division)

Signed by: _____ (Direct Supervisor)