Job Description – Assistant Coordinator
Donor Committee for Enterprise Development

Introduction
The Donor Committee for Enterprise Development (DCED, www.Enterprise-Development.org) is an inter-agency body that brings together staff of multilateral and bilateral development organisations to develop empirical understanding about effective practice. The Committee’s focus is on Private Sector Development (PSD) - sustainable poverty alleviation through development of businesses and markets, small and large, in developing countries. Its scope of work and profile have increased substantially in recent years, meaning that the DCED is widely recognised as a leading source of knowledge in the field of PSD. Major themes in the DCED’s current work include:

• Women’s economic empowerment
• Green Growth
• Knowledge management for member agencies and others
• Gathering and presenting evidence of the benefits of PSD
• Measuring the results of PSD programmes
• Reform of the business environment
• Private sector engagement and partnerships
• Market Systems Development

The work of the DCED is managed by a small, dynamic Secretariat. A vacancy is now open for an Assistant Coordinator; please send cover letter, your CV and an example of your written work to Tanburn@Enterprise-Development.org.

Main tasks
• Monitoring, reviewing and summarising relevant work by member agencies and other organisations
• Updating and maintaining the Committee’s websites, in ways that stimulate and inform
• Supporting Working Groups, including those for Green Growth and Women’s Economic Empowerment
• Representing the Committee, presenting the Committee’s work at meetings and events
• Various administrative tasks, for example organising meetings and webinars, posting vacancies etc.

Main qualifications
The successful candidate will have:
• At least a good first degree in a related discipline (e.g. economics, development, geography)
• Fluency in English, and an ability to write clearly and concisely, making clear and persuasive arguments in an attractive way; ability to speak French or Spanish would be an advantage
• International travel experience, and ability to travel overseas without extensive support
• Ability to relate easily and well to people from different cultures, and to ensure good communication on the telephone, by email and in person
• Good work ethic, including reliability, self-motivation and a strong sense of teamwork; ability to work independently without close supervision

Additional attributes that would be helpful include:
• Field experience in private sector development
• Familiarity with Wordpress and other commonly-used software
• A talent in graphic design
• Based in or near Cambridge, UK

The post includes competitive remuneration; level depending on qualifications and experience. Start date: July 2020. The initial contract will run to end-March 2021 with the possibility of extension.