



Job Title: Researcher/Writer, Contractor, Guyana

Length of Contract: January 10 – April 31, 2021

Location: Georgetown, Guyana

Main Purpose of the job: Research, report production and project management support

Reporting to: Regional Director for Latin America and the Caribbean

Organization Information: WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Job Overview: The local contractor is primarily responsible for conducting local research on the women-owned small and medium-sized enterprise (SME) ecosystem in Guyana and leading outreach and communications with local stakeholders as necessary in the implementation of the project “Guyana WE3A Support Work”. The position will be contract based and requires seasoned research capabilities and project management skills, preferably related to entrepreneurship and SME development and capacity building, trade, procurement and supplier diversity and gender equality.

Core Values and Culture: As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

Job Responsibilities: To help ensure the efficient and effective management, growth, and impact of WEConnect International in accordance with its mission and regulation, the position is required to:

- Conduct desktop research to assess and map the local ecosystem of entrepreneurship, SME, and business development and procurement of women-owned business in Guyana.
- Conduct qualitative research that obtains valuable information from local and multinational stakeholders.
- Analyze and organize data and information to map an ecosystem and report findings and recommendations in English.
- Support the successful implementation of the project to ensure project success within scope, on time and on budget, while adhering to all funder/client regulations.
- Monitor project progress continuously and develop detailed bi-weekly status reports on measurable items, such as milestones and deliverables.

- Communicate proactively with all project-related staff and stakeholders to provide encouragement, identify problems, create solutions, and implement efficiency improvements.
- Facilitate good communication, innovation, and problem solving.
- Manage expectations for the delivery of the project deliverables and identify and escalate issues and risks to senior management in a timely manner.
- Support organizational strategy.

Qualifications

Education

- Bachelor's degree, required
- Economics or similar graduate degree desired

Experience and Skills

- 5+ years of experience researching and producing reports for international organizations
- Ability to read, speak, and write reports in English
- Experience with international and entrepreneurship development programs
- Experience with project management, change management, and process implementation
- Knowledge of any or all of the following: entrepreneurship, supplier diversity, business administration, event planning, women's economic empowerment, international development and/or trade, business training and capacity building
- Understand global gender parity issues
- Ability to communicate objectives, impact, and problems effectively both verbally and in writing, including status reports, project summaries, scoping documents, lessons learned, and other project-related documentation, for both internal and external stakeholders
- Ability to understand stakeholder objectives and sensitivities and anticipate client needs and integrate that understanding into the decision-making process
- Advanced time management, analytical and problem-solving skills
- Entrepreneurial spirit

APPLICATION REQUIREMENTS

1. Submit a single PDF document that includes both your cover letter and resume.
2. Include your salary requirements in the cover letter.
3. Subject Line of Email: Researcher/Writer, Contractor, Guyana_ YOUR NAME
4. Please send these documents to procurment@WEConnectinternational.org
5. No phone calls please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.