



Policy-Legislation Advisor

Location Georgetown, Guyana

Start Date Aug-Oct 2018 (flexible)

Length of Placement 12 Months

Open to Canadian Citizens and Permanent Residents of Canada only

The Volunteer's Role

The Ministry of Business is the firm belief that entrepreneurship must play a fundamental role in the transformation and ultimate success of the country's economy. To offer services and support to new and small entrepreneurs, the Ministry created the Small Business Bureau, to address the major constraints faced by small businesses: access to finance, business management, and technical skills. One of the newest initiatives undertaken to facilitate its role in pushing small businesses development is the continuous review of policies and legislation related to small businesses.

Towards this end, the Small Business Bureau is seeking support in reviewing and developing policies and legislation, using relevant benchmarking with other Caribbean countries. In bringing support to the Small Business Bureau, the volunteer will ensure that policies benefit small businesses and encourage new entrepreneurs to transform their ideas into businesses.

As a volunteer, you will:

- Identify and document all policies and legislation likely to impact small business development in Guyana.
- Conduct an assessment of policies and legislation and propose amendments that could benefit small businesses, in keeping with regional (Caribbean) benchmarks.
- Working with relevant personnel at the SBB Ministry of Business, facilitate the drafting of amendments to policies and legislation.
- Support the SBB in coordinating approval of the Ministry of Business, for amended policies and legislation.

Essential Academic Qualifications:

- Bachelor's degree or equivalent, in business administration, business development, policy management, or a related field.

Essential Professional Background:

- 5-7 years' experience in business administration, business development, or policy management.
- Proven experience in policy research, policy development, policy law or related area.
- Experience in international benchmarking
- Demonstrated competence in providing training and capacity building.

About Our Partner

Small Business Bureau

The Small Business Bureau (SSB) is a semi-autonomous government agency that was created to support Guyana's small and medium-sized business sector. Small and medium-sized businesses are vital to develop countries as they are the driver of innovation, job creation, poverty reduction and social integration.

As part of its mandate, the Small Business Bureau is responsible for the following, amongst other things:

- Maintaining a registry of small businesses;
- Providing data on small businesses;
- Developing and implementing a small business procurement program; and
- conducting policy reviews and developing the policy that supports the growth of the small business sector.

The Small Business Bureau has a diverse portfolio of services intended to support small and medium-sized enterprises which include:

- Providing grants
- Facilitating loans through the Guyana REDD+ Investment Fund (GIF): GRIF aims to align national economic development with climate resilience and low deforestation, low carbon growth by investing in low-carbon strategies identified in Guyana's Low Carbon Development Strategy (LCDS)
- Providing coaching and mentoring
- Providing market facilitation

The impact of the Small Business Bureau's activities has been limited due to a lack of resources, including the financial and human capital. As a result, the Small Business Bureau has faced challenges in its provision of services and programs that could benefit small and medium-sized businesses.

Terms and Conditions

Cuso International terms and conditions allow you to lead a modest and healthy lifestyle while being effective in your placement. This support package will cover basic living expenses for one volunteer and is not intended to cover home-based expenses (ex. loans, support payments, etc.) or luxury items such as imported items in placement or international personal travel.

Support Package

- Modest monthly living allowance (varies depending country)
- Accommodation while in placement
- Return airfare and visa/work permit costs
- Cost of required vaccinations, antimalarial medication and health insurance
- Pre-departure training and in-country orientation
- Travel and accommodation for reintegration debriefing weekend
- Modest support for accompanying partners and dependents going on placement with you for 12 months or longer (Return flight, emergency medical insurance, vaccinations)
- Access to Employee Assistance Program while in placement and upon return
- Cuso International assessment day (Candidates must cover the first \$200 of the most cost-effective travel expenses and all accommodation costs).
- Travel and accommodation for the five-day pre-departure training course and for in-country orientation
- Bonus: Additional return flight home or cash in lieu after 12 months of service for volunteers who extend for another 6 months

Fundraising

We ask each volunteer, regardless of placement length, to raise \$2,000. All volunteers receive support from Cuso International to help achieve the goal through fundraising. If the volunteer chooses not to fundraise or is unable to achieve the fundraising goal, he/she can make a one-time donation or become a monthly donor to support our work.

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