

<b>Position:</b>	<b>Manager</b>
<b>Project:</b>	<b>Caribbean Mobile Innovation Project (CMIP)</b>
<b>Location:</b>	<b>CARICOM (minimum of 6 countries)</b>
<b>Duration:</b>	<b>Four (4) Years</b>
<b>Expected Start Date:</b>	<b>January 2015</b>
<b>Contract Type:</b>	<b>One (1) Year Renewable</b>
<b>Duty Station:</b>	<b>Kingston, Jamaica</b>
<b>Deadline</b>	<b>December 19, 2014 at 05:00 pm (GMT -5)</b>

## **BACKGROUND**

UWI Consortium, partnering as UWI Consulting Inc., (lead partner) and the University of the West Indies (UWI), has been selected by infoDev-World Bank to act as a Mobile Innovation Coordinator (MIC) to manage the 5-Year, Caribbean Mobile Innovation Project (CMIP) in 14 CARICOM Community countries within the framework of Entrepreneurship Program for Innovation in the Caribbean (EPIC). The network of countries will have six mHubs and eight virtual links to deliver the annual project activities.

The CMIP, which is a capacity building project is regionally centred and internationally focussed. It will network mobile apps developers, entrepreneurs, industry players, angel and venture capitalists, national and regional governments, and mentors – all players in the mobile technology ecosystem to position the Caribbean mobile apps sector as a global player. The objectives of the CMIP are:

1. to strengthen the Caribbean mobile innovation ecosystem and
2. to enable growth-oriented mobile enterprises to rapidly grow

The target beneficiaries of the Project are mobile app innovators and aspiring and existing entrepreneurs from the CARICOM region. The Project model is based on supporting and coordinating activities in, at least, 6 hubs (locally based start-up ecosystem enablers; hereinafter called “mHubs”) throughout the Caribbean region. The Project also aims to increase gender responsiveness of the mobile innovation ecosystem and encourages participation of women in the Project activities. Finally, the CMIP will also engage with governments, academia, civil society, international donors, and investors to encourage their support to the project and the regional start-up ecosystem.

## **DUTIES AND RESPONSIBILITIES**

The project manager will manage the implementation, execution and expansion of the regional Caribbean Mobile Innovation Project (CMIP) across at least 6 partner Caribbean countries. The project manager has the responsibility for providing managerial leadership to the overall project including its technical and administrative activities. The project manager is also responsible for acquiring resources and coordinating the efforts of team members and third party consultants in order to deliver project deliverables according to plan and to the required standard of quality and within the specified constraints of time and cost.

The Project Manager will represent the CMIP within the regional mobile industry, liaise with stakeholders and industry partners, and execute the strategy approved by the CMIP Steering Committee.

The incumbent will be responsible for the operation of all aspects of the CMIP including the development and management of the project components specified in appendix A.

In particular, the CMIP Manager will be in charge of:

**A. Overall Project Management**

- Provide leadership in the implementation of the CMIP including the appointment and management of staff and/or consultants; financial oversight; operations oversight etc.
- Establish a productive and service-oriented working environment through positive leadership and by resolving grievances raised by staff and beneficiaries of the CMIP.
- Coordinate sound financial management and procurement tasks, including contracting different organizations located within the identified region, beginning in six countries, to establish mHubs and implement face-to-face activities within their local communities, including training, prototyping events, mentorship and other activities.
- Ensure that the strategy and objectives of the CMIP (as set by the Steering Committee) are clearly understood by project staff and contractors and that the Steering Committee is updated on the operational aspects of the CMIP and informed about any issues that may be sensitive or strategic in nature.
- Manage and execute policies and procedures of the CMIP as approved by the Steering Committee.
- Prepare and present reports and other documentation as requested by the Steering Committee.
- Developing detailed Work Plans (AWP) to achieve project outputs
- Managing the delivery of Project outputs within agreed time frames and budget
- Provision of direction and guidance to project team & responsible parties
- Effective liaison with suppliers and stakeholders
- Compilation of reports for submission to the Project Steering Committee (PSC) and the funders
- Reporting to the PSC to assure the overall direction and integrity of the project
- Identifying and obtaining any support and advice required for the management, planning and control of the project

**B. Roll-out of CMIP Business Plan**

- Develop a community of mobile technology start-ups and position the CMIP at the centre of providing value to that community by strengthening the profile of the CMIP and its mHubs within the technology start-up community.
- Drive the implementation and revisions for the CMIP Business Plan based on an evolving and sustainable business model for the initiative.
- Oversee the implementation of the regional initiative and establishment of the mHubs according to the Business Plan by ensuring that strategic and financial objectives are met; plan continual development and growth of the regional model and the mHubs in the long term.
- Identify and secure necessary additional revenue/funding for implementation of the CMIP Business Plan so that the financial and growth objectives are met.
- Optimally leverage the mHub facilities throughout the 6 partner countries and extend reach through appropriate events and virtual support to build out an effective mobile ecosystem in the Caribbean.
- Build and manage strategic stakeholder relationships with start-up community, industry, academia and government partners to enable the success of the CMIP and to position it as a key player in the mobile space throughout the Caribbean and internationally.
- Ensure that the CMIP is well presented and its services are well marketed.
- Remain abreast of developments in the tech start-up community and mobile innovation sector, and actively seek to understand the needs of mobile technology entrepreneurs and other CMIP clients and ensure that the CMIP model and services are appropriately aligned.

- Ensure that CMIP model and services are effective and efficient, by monitoring and evaluating service delivery and taking corrective action where necessary.
- Manage CMIP service processes and practices for mobile technology start-ups including the processes for identifying and selecting suitable high growth potential clients; and supporting entrepreneurs to overcome business and technical challenges.
- Represent the interests of the mobile technology start-ups when negotiating with industry bodies, and advocate for a policy framework that supports the development of mobile technology start-ups.

#### **AUTHORITY**

The candidate will be empowered to make operational decisions to ensure that strategic and financial objectives laid out in the Business Plan, and set by the Steering Committee, are successfully achieved. The incumbent will implement and operate within the policies set by the Steering Committee, and under the supervision of the UWI consortium. These policies will define (among other things) the scope of the financial and organizational authority and the applicable authorized signatories within the CMIP.

The CMIP Manager will report to the Steering Committee, and will have an ex officio position on the Steering Committee. The incumbent will also work closely with different CMIP consortium members, World Bank team members and other project stakeholders.

#### **SKILLS AND COMPETENCES**

The successful candidate must be self-motivated and able to demonstrate strong leadership abilities and skills in negotiation and conflict resolution, as well as in organizational administration and planning. An analytical, evaluative and problem-solving personality with the ability to multi-task within tight deadlines is required. This position requires an entrepreneurial and community development approach and a commitment for helping new and emerging businesses in the region. Of note is the fact that with the diversity of opportunity presented by the CMIP, the position offers exciting long term prospects and growth for the right person.

The candidate is expected to have knowledge of the issues of distributed team work (remote meetings, resource sharing, monitoring tools); should have strong experience in online tools for distributed collaboration, and be able to share information efficiently with all relevant stakeholders. The candidate must also have excellent communication skills with a strong project management, presentation and consultation skills. These skills will be used to prepare project reports, briefing notes, correspondence, presentations and response to information requests from internal and external stakeholders.

#### **QUALIFICATIONS**

The candidate should meet the following minimum qualifications:

- Strong knowledge and experience of mobile industry ecosystem, and preferably a strong interest in mobile applications development and content targeting emerging markets.
- Active involvement in technology start-up or developer communities, initiatives and/or other activities supporting the development of mobile innovation ecosystems.
- Strong mobile and entrepreneurial experience, preferably having developed mobile applications and started and/or run a business.
- A business degree or a business oriented degree in science or engineering from a recognised educational institution.

- 5 years of management experience and/or a proven track record of general management must be evident including:
  - Strategic management including demonstration of substantial responsibility for strategic direction settings and implementation.
  - Strong business growth stemming from effective management.
- Positive human resource management (including career development; mentoring and coaching experience).
- Sound financial management skills
- Effective operational management know-how
- Marketing and promotion knowledge.
- Involvement in the development of high-tech start-ups (ideally through a business incubator), and experience in mobile education, training & certification.
- Experience in implementing technology solutions that have broad-based social benefit will be an advantage.
- Proven leadership skills and an ability to motivate and lead teams and engender trust, both locally and through online environments.
- Evidence of networking ability, particularly with the mobile and business communities in the region.
- Results oriented,
- Excellent written and spoken English.

#### **LOCATION AND WORKING CONDITIONS**

As a contracted employee, the CMIP Manager will be expected to occupy this position on a full-time basis, operating from the UWI Consulting offices locally on the UWI Campus in Mona, Jamaica. The post may require periods of local and international travel.

The CMIP Manager must be willing to work outside of business hours to meet deadlines or address issues that could compromise the achievement of strategic and financial objectives or services delivery.

#### **DURATION OF ASSIGNMENT**

The position is for an initial period of 12 months, subject to renewal.

#### **TO APPLY**

Please send a CV and a covering letter indicating your suitability for this assignment and your proposal on how to conduct it, to UWI Consulting Inc. ([info@uwiconsulting.com](mailto:info@uwiconsulting.com)). Make sure to write the following on your Subject line: **“Application for Manager - Caribbean Mobile Innovation Project”**

The deadline to apply is December 19, 2014, 05:00 PM, GMT-5.

## **Appendix A: Project Phases**

### Phase I: From Ideation to Pitch

Identify and mobilize the top mobile application developer and entrepreneurial talent in the region. Direct the top talent and their mobile products to the annual competition through local and regional activities. Also spark excitement and interest in mobile innovation in the region and help to develop the skills and knowledge of current and future competitors including:

- Provide training-courses that cover building a start-up and product development.
- Organize and run prototyping events and competitions (i.e. hackathons).
- Hold a competition for developers and entrepreneurs to submit their mobile app business idea, prototype or existing product/service in order to award prizes, (which could include further direct support through the Project).
- Organize the annual pitching event in which at least 25 finalists (with a minimum of 20% participation rate for women-led enterprises) from the competition pitch their business to a panel of judges.

### Phase II: From Pitch to Market

Focus on supporting the winners of the competition to launch their products, strengthen their market share and investment readiness, including:

- Provide and manage seed financing to each of the winning teams.
- Match the winning teams from the competition with mentors.
- Provide the winning team access to selected facilities (when possible).
- Arrange networking events between the winning teams as well as other members of the Caribbean and international mobile innovation ecosystem.
- Implement the acceleration-type activities, including product development, investment readiness, and culminate with the opportunity for the winning teams to pitch at an international event.

### Phase 3: From Market to Maturity

Supervise the progress of the finalist and winning teams, including assisting them in applying to other financing mechanisms and matching the teams with other potential investors.

Maintain and develop the network of alumni to enable additional opportunities for networking and peer-to-peer learning.

### Virtual Community

Establish and maintain a virtual community in order to engage and connect all stakeholders in the Caribbean mobile innovation ecosystem.

#### Monitoring and Evaluation

Establish a Project monitoring system and collect and analyse the necessary data in order to meet the reporting requirements of the World Bank.

#### Business Model and Sustainability, Business Plan

Review the activities delivered in order to identify any updates and adaptations to the implementation approach and business model.

Carefully track progress toward revenue targets specified in the Business Plan.

Revise and submit the Business Plan annually for approval.