



Business Volunteer Role Description



برنامج التوجيه
Mentorship Program

About PASMED and the Inspire Success Mentorship Programme

PASMED and SME development

SMEs have a prominent role in strengthening national economic development in Oman. The SME Development Symposium held in Seih Al Shamikat in January 2013 has focused on the importance of entrepreneurship and now is the time to nurture and inspire our growing number of Omani SMEs.

PASMED was formed by Royal Decree on 30th May 2013 as the outcome of the SME Development Symposium, January 2013. PASMED's vision is to nurture Omani entrepreneurial culture and be a catalyst for entrepreneurial success.



PASMED vision

To nurture entrepreneurial culture and be a catalyst for entrepreneurial success

Inspire Success Mentorship Programme

PASMED Mentoring is a trusting, one-to-one relationship between a Business Mentor and Mentee which aims to inspire success and celebrate Omani entrepreneurs and their businesses.

Mentors provide personal experience, knowledge and motivation to inspire entrepreneurs and their businesses in order to grow and realise their potential.

About the Business Volunteer role

As a Business Volunteer you'll use your specialist business expertise to help SMEs address specific challenges that are impacting their businesses.

We are looking for Volunteers with sector and functional specialism to support the Inspire & Celebrate Mentorship Programme by being available for Mentors and Mentees who require specialist advice during the programme.

Specialist sectors include: Oil and gas, Food and Catering, Financial and Consulting Services, Construction and Logistics, Handicrafts, Retailing

Specialist functions include: Accounting, marketing, product development, property and leasing, import/export, human resources

Business Volunteers will use these skills to meet one-to-one with Mentees and their Mentors to tackle a specific challenge, attend Networking Events and Training Workshops to share their experience and advice, develop and direct Mentors and Mentees to useful resources and sources of information, review Mentee's ideas and plans if requested.

What will I be committed to?

In order to provide the support detailed above, the Inspire & Celebrate Mentorship Programme requires all Business Volunteers to make the following commitments:

✓ Provide short-term one-to-one support to Mentees as required

✓ Take part in the Mentoring programme for at least one year, including successfully completing the Mentorship Training, hosting or attending at least one networking event and participating in the Mentorship awards ceremony

✓ Stay in touch regularly with your PASMED contact

✓ Complete an exit review with your PASMED contact

✓ The time commitment is approximately two hours per month

✓ Adhere to the relevant policies and procedures of PASMED

The benefits that you will receive include:

✓ The opportunity to share and develop your business expertise

✓ The opportunity to take on a new professional challenge

✓ High profile networking opportunities with Oman's commerce and industry leaders

✓ Being a volunteer Business Volunteer with PASMED means you can proudly say you are a part of Oman's flagship SME Mentoring programme, helping to advance the SME culture in Oman

✓ Formal recognition of your support through the Mentorship celebration and awards ceremony

What skills do I need?

The Inspire Success Mentorship programme is looking for volunteers with proven business expertise. Business volunteers should have:

- ✓ Personal and professional business experience with an awareness of the challenges facing SMEs
- ✓ Excellent interpersonal and communication skills, especially listening skills
- ✓ Ability to maintain confidentiality
- ✓ Ability to give effective feedback professionally and constructively
- ✓ A non-judgemental, approachable, patient, positive and supportive attitude, with an ability to relate to and empathise with entrepreneurs
- ✓ Reliability and a commitment to all elements of the 12 month Mentoring programme

How do I get involved?

If you'd like to become a Business Volunteer with the Inspire Success Mentorship Programme, please complete the application form and send it directly to mentor@omansme.gov.om. All Volunteers will be assessed against the information they provide in the application form before being selected to take part in the training.