



EXPRESSION OF INTEREST

Business Trainers and Coaches

Support Budding Entrepreneurs Through Training and Coaching

The Fiji Commerce & Employers Federation (FCEF) is inviting Expressions of Interest from high-performing, qualified individuals with proven business experience to deliver training and coaching under the Fiji Enterprise Engine (FEE) programme.

The FEE is Fiji's first private sector-led business incubator and accelerator initiative. It supports budding, micro and small entrepreneurs by using private sector insight and expertise to deliver demand-driven business development services.

The FEE programme offers two streams:

1. Business Incubator Programme – Graduate Business Start-Up Grant Scheme
Fiji's first education-sector business incubator programme supporting aspiring entrepreneurs with innovative, bankable and scalable business ideas.

2. Business Accelerator Programme – Investment Ready (Pilot)
A pilot programme designed to prepare high-potential businesses for participation in the Government's Small Offers initiative and to raise up to \$2 million in equity funding.

About the Position

Areas of expertise

Applicants should demonstrate expertise in one or more of the following areas:

- (a) Ideation
- (b) Business Continuity Planning
- (c) Finance
- (d) Branding
- (e) Digital Marketing
- (f) Operations
- (g) Human Resources



Position details

These positions report directly to the Manager, FEE and will be engaged under a consultancy contract. Trainers/Coaches will be responsible for:

- (a) Developing training materials
- (b) Delivering group training sessions
- (c) Facilitating focused group coaching sessions
- (d) Submitting reports on training delivery and participant progress

What You Will Bring

1. At least five (5) years' experience working in or leading within one or more of the areas listed above;
2. A formal tertiary qualification in a relevant field;
3. Current ownership of a business specialising in one or more of the above areas;
4. Completion of a Train-the-Trainer certification or equivalent;
5. At least two (2) years' experience as a business trainer or coach;
6. Strong teamwork capability, high-level interpersonal and professional communication skills, and the ability to manage stakeholder expectations effectively.

Application Requirements

- (a) Cover letter specifically addressing the six (6) criteria above (general cover letters will not be accepted);
- (b) Curriculum Vitae (CV), including at least two (2) professional referees who can verify experience outlined in points (1) and (5);
- (c) Copies of relevant qualifications, business registration documents, and any other supporting material.

Send your application to vacancy@fcef.com.fj.

For more information, contact ceo@fcef.com.fj.

Applications close on **Sunday 1st February 2026**.