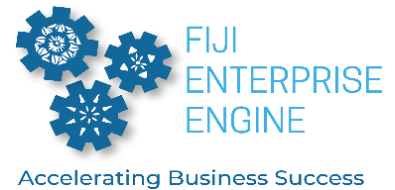




**Fiji Commerce  
& Employers  
Federation**  
THE VOICE OF THE PRIVATE SECTOR



## **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**

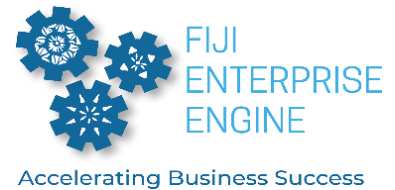
##### Areas of expertise

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



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### 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](mailto:vacancy@fcef.com.fj).

For more information, contact [ceo@fcef.com.fj](mailto:ceo@fcef.com.fj).

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