



<b>Job Title:</b>	Business Development Officer
<b>Current job grade:</b>	C5
<b>Department:</b>	Programs
<b>Reports to/ Title of immediate supervisor:</b>	Country Manager
<b>Job purpose</b>	
<p>The Business Development Officer is part of the organization’s Business Development Unit (BDU) responsible for contributing to securing funding from Multilateral donors (EU,USAID,CDC,FCDO, World Bank) and Foundations at the Country level. The Business Development Officer (BDO) is responsible for tracking and identifying funding opportunities for the organization. The BD Officer works with the country team and the HQ Business Development Unit to develop resource mobilization plans, implement and executing the RM plans. The BD Officer provides support to proposal development activities including pre-solicitation / pre-proposal activities to proposal development and management and external engagement and Networking.</p>	
<b>Key Duties/ Functions</b>	
<b>KEY AREA</b>	<b>MAIN TASKS</b>
Proposal Management	<ul style="list-style-type: none"> <li>• Identify relevant upcoming funding opportunities, track grant forecasts and using resources for advance intelligence gathering.</li> <li>• Lead and manage the development and writing of winning proposals for the Zambia Office</li> <li>• Develop strategies for seeking new funding opportunities for the Zambia Office</li> <li>• Maintain close working relationships with Amref Health Africa –HQ Business Development department to maximize resources and fundraising opportunities for Amref Health Africa.</li> <li>• Collaborate with the SMT, identify high-level potential prospects, secure meetings and write concept papers and proposals in response to funding opportunities.</li> <li>• Information and intelligence gathering for new prospects of call for proposals.</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Liaising with various Managers to ensure adequate quality and flow of concepts and proposals</li> <li>• Ensure that all proposals developed align with Amref vision, mission and strategy.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Leading /supporting program staff in AMREF Zambia office to identify, design and develop funding proposals for new program interventions</li> </ul>
Growth & Development	<ul style="list-style-type: none"> <li>• Scoping the AMREF environment for concept notes that warrant development and ensure the development happens.</li> </ul>

## REQUIRED QUALIFICATION

<p><b>Education and knowledge</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Arts, public health, international development/relations, or a related relevant</li> </ul>
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technical discipline strongly preferred.

#### **Experience**

- At least five years of experience with an NGO in a business development/programme funding position(s) involving proposal development and donor liaison
- Three or more years of experience working on USG proposal responses as a prime or sub-partner, including participating in capture efforts, writing relevant sections of proposals, and developing proposal budgets
- Experience of developing successful proposals to Institutional donors, and Foundation

#### **Skills and Competencies**

- Demonstrated strong writing, editing and communication
- Keen interest and excitement in business development with a willingness to learn and ambition to take on positions of increasing responsibility.
- Detail-oriented, flexible, and able to handle multiple concurrent tasks.
- Able to work independently as well as part of a team.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment,
- Ability to prioritize own workload and work with minimal supervision
- Ability to lead complex proposal development teams
- Results Oriented
- Quick learner willing to go the extra mile to achieve deadlines.

## **HOW TO APPLY**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **August 31, 2022**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under*

*the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a nonsmoking environment policy.*