



### JOB DESCRIPTION

Position	BUSINESS DEVELOPMENT OFFICER	Starting Date	01-10-2023
Reference of the offer	□	Publication Date	01-09-2023
Location	MARIDI	Type of contract	FIXED TERM
Duration	04 MONTHS WITH POSSIBILITY OF EXTENSION	Security Level	Cf SoP

#### About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

In South Sudan, acted intervened since 2007 in the following areas: Greater Bahr el Ghazel, Greater Upper Nile, Greater Equatoria Regions focusing on the following issues: Food Security and Livelihood, WASH, CCCM, Protection, Shelter NFI, Infrastructure, DRR and Climate Change.

#### Context of the position and key challenges

The Business Development Officer will be responsible for implementing Micro, Small, and Medium Enterprises (MSME) activities, including organizing and conducting business and entrepreneurship training, providing ongoing monitoring and mentoring, vetting, and issuing investment grants to businesses, and monitoring their progress. The role also involves devising a future business development strategy and developing a business development strategy with key milestones.

#### Key roles and responsibilities

##### 1. Business Development Strategy and Planning:

- Develop a comprehensive business development strategy with key milestones.
- Create a detailed work plan for the implementation of business development activities.
- Regularly engage with all stakeholders to build rapport and strengthen market relationships.
- Collaborate with technical experts to manage and execute field-level activities.
- Maintain effective communication with relevant stakeholders to ensure project success.

##### 2. Reporting and Documentation:

- Adhere to the work plan and central instructions to achieve project goals.





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- Prepare event, monthly, quarterly, and other necessary reports.
- Assist the Project Coordinator and PM in preparing the final project report.
- Maintain close contact and communication with supervisors, partners, counterparts, and project participants for planning and strategy formulation.
- Updating Acted reporting documents: PMF and ITT.

### 3. Programmatic Responsibilities:

- Implement market linkage, supply chain, technology introduction, and business development activities related to selected value chains.
- Assess and enhance the skills and competencies of entrepreneurs and businesses in areas such as financial literacy, marketing, supply chain linkages, and technical capacity.
- Foster trust and build relationships with entrepreneurs to facilitate effective communication and linkage development.
- Co-facilitate value chain/product and services demand creation activities with proposed entrepreneurs.
- Identify potential market actors and facilitate product introduction and commercialization within selected value chains.
- Ensure the successful commercialization of selected value chains.
- Assist entrepreneurs in developing business plans.
- Terms of Reference – Business Development Officer (BDO). July 2023
- Work collaboratively with entrepreneurs to establish and maintain business networks, fostering profitable relationships with the private sector.

### 4. Coordination and Support:

- Support cross-program activities as guided by the supervisor, including product innovation, technology commercialization, and best practices documentation.
- Engage in cross-project learning activities and contribute to evidence and analytics efforts.
- Maintain regular contact and communication with supervisors, technical specialists, and institutional support teams.
- Harmonize approaches with program colleagues through knowledge sharing and feedback loops.

### 5. Rapport Building:

- Coordinate with development, private, and public sector partners at the national level to explore potential partnerships and refine strategies.
- Provide regular reports to the supervisor based on the annual coordination strategy and conduct cross-visits as needed.
- Conduct quarterly visits to all assigned unions to address issues and enhance systems using the CLEAR framework (Connect, Listen, Educate, Ask, Resolve).
- Engage in conversations with relevant supporting actors.
- Updating PMF and ITT.
- Capable/Step in to handle any task delegated by the line manager.

## Required qualifications and technical expertise



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Bachelor's degree in business administration, Economics, or a related field (master's degree preferred).

- Proven experience in business development, project management, or entrepreneurship support.
- Strong analytical, communication, and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Knowledge of MSME development, value chain analysis, and market dynamics

#### Conditions

Female candidates are highly encouraged to apply.

#### How to apply

Applications must be submitted in English, attached with a CV, a cover letter and three references.

Please send your application until the 22-09-2023 to the following addresses:

- by e-mail: [kalome.levi@acted.org](mailto:kalome.levi@acted.org) , [khamisa.rose@acted.org](mailto:khamisa.rose@acted.org) , copying [zamora.omony@acted.org](mailto:zamora.omony@acted.org). or submit a sealed envelope indicating at the back -the position you are applying for and duty station.

