

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Business Development Officer	JOB GRADE	C4 (R 361 063,49)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Business Development		
DATE REVIEWED	02.2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Assists the Business Development Manager in the conceptualization, development and implementation of new innovative business concepts in order to create and expand business opportunities that support the organization's mandate. Maintains the current client relationships and forms new client relationships.			
POSITION IN THE ORGANISATION			
LINE MANAGER	Business Development Manager: Programmes		
POSITION	Business Development Officer		
SUBORDINATE			
SUBORDINATE POSITIONS			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			

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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. New and Existing Business</p> <ul style="list-style-type: none"> • Maintain the network of business opportunities and / or expansion • Client identification, liaison and engagement • Identify products, programmes and projects that aligns organisations service/programme offerings to the client’s needs • Draft proposals on various potential projects/programmes • Draft project scope and concept documents, high level project plans and project budgets for new project/programme opportunities • Presenting proposals or concept documents to client representatives • Monitor and track client approval processes of project proposals and concept documents • Scan identified sources for tenders aligned to organisations mandate • Complete tender requirements and ensure on time submissions • Monitor and track tender approval processes • Maintains the business development database • Identify stakeholders and funders and passes on information to Business Development Officer: Fund sourcing 	50%
<p>2. Market Research</p> <ul style="list-style-type: none"> • Conducts studies on business opportunities and prepares related action plans for the opportunities • Compiles, analyses and disseminates information on local, provincial and national demographics, economics, market and developmental conditions and trends • Liaises with business, industry associations, government and economic development representatives to initiate and explore business opportunities • Produce market intelligence reports i.e. Botswana/Zimbabwe • Sourcing information in support of business opportunities for potential investors to support their value proposition 	20%
<p>3. Marketing and Sales</p> <ul style="list-style-type: none"> • Client Identification and engagement 	15%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> • Brand representation: <ul style="list-style-type: none"> • Industry forums; • Event participation • Seminars • Marketing of the services • Develops MOU's, MOAs, SLAs and contracts for authorisation • Develops, plans, executes and tracks marketing programmes designed to create awareness and generate a demand for Key Focus Area services 	
<p>4. Key Account Management</p> <ul style="list-style-type: none"> • Communication to stakeholders and clients • Update and feedback regular project information • Visits to stakeholders and clients • Maintain relationships in terms of MoU's, MoA's, SLA's and contractual agreements • CRM 	10%
<p>5. Administration and Departmental Support</p> <ul style="list-style-type: none"> • Prepare prospects reports • Prepare presentations on projects • Complies with the internal ERP system policy, processes and operational requirements • Participate in departmental and company meetings • Filing of all documentation and evidence 	5%
TOTAL	100 %

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JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • A Degree (B Com Business Management) <p>or</p> <ul style="list-style-type: none"> • National Diploma in Business Management or Administration
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management advantageous
EXPERIENCE	<ul style="list-style-type: none"> • 3 years in a projects and automotive/manufacturing environment; • Proven experience in business development or new concept development • Extensive practical knowledge and experience of the manufacturing industry is essential • Experience in developing tender documentation • Experience maintaining multiple stakeholder relationships • Proven track record in developing business cases and compiling project proposals including viability studies of a technical nature • Sales and Marketing experience, specifically cold calling to potential clients • Supply chain exposure would be an advantage

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COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Marketing and Sales	Project Management	Patience
Project Management	Computer Literacy	Attention to detail
Supply Chain	Communication	Time management
Industry Understanding	Problem Solving	Ethics
Policies and Procedures	Marketing	Confidentiality
Manufacturing	Relationship versatility	Team-working
CRM	Presentation	Structured
Tender documentation and processes	Sales	Systematic
Basic contract law	Business communication	Proactive
	Report writing	Professional
	Facilitation	Business Acumen
	Interpersonal	
	Planning	
	Conflict handling	
	Analytical	
	Networking	
	Creative thinking	
	Concept development	
	Proposal writing	
	Tender preparation	

3. OTHER SPECIAL REQUIREMENTS

- Own transport

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Complexity of scoping new projects and new concepts.
- Complex projects and concepts to be jointly developed by the BDD team including the BDD manager.

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- The internet, manuals, policies, procedures, internal/external resources; marketing tools. Manager.

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – Daily for everyday to-do's, Monthly in line with Management, PRM's and Department Meetings, Quarterly in line with quarterly performance reports, Half Yearly in line with KRA reviews and Annual in line with Organisational Business Plan Development
- Macro –3 years in line with MTEF and other client requirements

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate – medium

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational – Sourcing of new business opportunities aligned to organisational mandate. Monitoring and tracking of client approvals of proposals, concept documents and tenders.

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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Operational decisions – Identify, engaging and developing proposals, concept documents or tender documents addressing client needs that are aligned to organisational service/programme offerings

Referral to Line Manager for approval

- All proposal, concept and tender documentation ready for internal or external distribution.

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – concept documents, project plans, proposals, presentations – internal and external, reporting, e-mail, network correspondence

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APPROVED BY LINE MANGER

SIGNATURE: _____ **DATE:** _____

CONFIRMED BY HR EXECUTIVE

SIGNATURE: _____ **DATE:** _____

ACKNOWLEDGED BY INCUMBENT

SIGNATURE: _____ **DATE:** _____