

Job Profile

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| Role Title: | Business development consultant, CBLI - Centre |
| Reporting To: | Managing Director |
| Division/ Department: | CBLI CENTRE, Tanzania |
| Role Purpose: | <p>The Business development consultant has business development and marketing responsibility at CBLI CENTRE. As such, the Business development consultant plays an overall role in ensuring an adequate match between current and future human resource capacity on the one hand and with business opportunities and innovative services on the other hand. Tasks furthermore involve these specific objectives:</p> <ul style="list-style-type: none">• Business plan development and ensuring realization of adequate business opportunities• Promoting and marketing the Centre in order to generate high levels of income while responding to the customer needs of the Centre;• Support the managing director to manage the internal and external relations of the Company (associates, partners, donors, local authorities, media etc). |
| Date of job profile creation | 03/03/19 |
| Expected start date | 01/07/19 |

1. Work context

Brief Profile of CBLI CENTRE.

CBLI Centre (CBLI) was established and formally incorporated on 31st January 2012 and started business operations in April the same year. The Headquarters of CBLI are in Arusha, Off the Nelson Mandela Road in Arusha. CBLI is registered as a limited company with ownership defined in shareholdings. CBLI is owned by 2 Partners who also form the Board of Directors. CBLI presently has two full time Directors and 2 full time staff members and a part time accountant. CBLI Centre relies on a strong network of more than 20 professional Associates to deliver most of its activities.

CBLI is inspired by a vision of becoming a learning centre of choice in East Africa offering world class services. To achieve this vision, CBLI Centre provides the following services:

Excellent training facilities and outdoor learning environment

Its excellent learning rooms with a capacity of accommodating between 20-40 participants are deliberately designed to ensure maximum learning takes place. The well maintained gardens and natural flora fauna with an abundant bird life is a treasure to ensure your outdoor learning becomes memorable. The dining hall that resembles a majestic Masai boma with a blend of modern and traditional Africa architecture is purposively built to encourage dialogue over meals and other functions.

Training and Advisory services in governance, international development, public sector management and private sector development.

These services are used by International NGOs (INGOs), Bilateral Development Agencies (BDAs) & Multi-lateral Development Agencies (MDAs), private and public sector organizations. Services and products provided include Short term customer driven consultancy services, Tailor-made courses, Manage outsourced processes (Training management services, Recruitment services, Monitoring and evaluation)

Grant management services.

These services are used by International Grant making organizations (IGOs), International consulting firms (ICFs), BDAs & MDAs. Services offered include managing grassroots targeted grants and conducting due diligence assessments.

Recruitment services.

These services are used by National NGOs, INGOs, BDAs & MDAs, private and public sector organizations. Services offered include Head hunting, High impact advertising, Pre-interview assessment and Personality tests.

Intervention Approach and Methodology

CBLI CENTRE's Intervention methodology is based on an experiential learning approach. We firmly believe that all our clients have diverse and useful experiences. We also believe that adults **learn** and **act** best when facilitated to share and learn from these experiences in interaction with theoretical frameworks. Interventions therefore need to be participatory and interactive in nature and enjoyable.

2. Role description

| Key accountabilities | Key elements | Expected results (at the end of the 1 st year of work) | % Time |
|---|---|---|--------|
| Product development & implementation | <ul style="list-style-type: none"> • Business plan development and revision in collaboration with the board, associates & consultants • Identification of business opportunities • Developing proposals and submitting tenders | <ul style="list-style-type: none"> • A diversified portfolio of clients • Business plan (2019-2021) | 30% |
| Promotion and marketing | <ul style="list-style-type: none"> • Overall responsibility for marketing development • Developing publicity materials • Ensuring the Website is up to date | <ul style="list-style-type: none"> • Secured the financial targets set by the Management • Centre name recognition among key stakeholders and customers | 30% |
| Leadership & Managing relations | <ul style="list-style-type: none"> • Participate in the management team of CBLI Centre • Support the Managing Director to maintain relations with the Company's key stakeholders • Attending relevant forums | <ul style="list-style-type: none"> • Effective and value adding relations with key stakeholders • Highly motivated and engaged Associates | 30% |
| Training and consultancy | <ul style="list-style-type: none"> • The Business development consultant can undertake consultancies on a very limited scale only insofar it does not interfere with other core responsibilities and if there is any added value to CBLI CENTRE in so doing. | 24 days training and/or consultancy (Average of 2 days a month) | 10% |

3. Requirements

- At least a Masters Degree in Social Science/ Business/Economics
- Min. 8 years working experience of which min. 3 years were in a management position

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- Experience in and solid understanding of capacity building and training in civil society and other sectors (Government and private sector)
- Good understanding of and experience in social enterprise marketing
- Business development skills and experience (sector and needs analysis, relationship building, proposal writing etc.)

Furthermore:

- Flexibility, patience, interest in taking part in other activities of the centre
- Ability to cooperate and maintain open dialogue with other people

Salary and benefits

An all inclusive package of 2,600 US\$ consultancy fees per month. Negotiations possible.