

# Advert Ref: P/1/2015 –Business Development Officer

Based in Karen or any other place as need arises and reporting to the Business Development Manager, the Business Development Officer will be required to Source for business, recruit participants for trainings, coordinate and manage programmes implementation to the required standards.

## Duties and Responsibilities:

1. Acquire new business that meets ATC Quality Standards and sign off contracts having driven them from thought to finish.
2. . Developing and implementing a value adding marketing strategy and materials
3. Coordinating, organizing and implementing research, training and consultancy activities
4. Ensuring continuous customer satisfaction and feedback
5. Ensuring all activities are implemented in accordance with ATC Quality Standards.
6. Performing administrative follow-ups to maintain and continuously improve customer communication, feedback and satisfaction.
7. Secure and maintain effective M&E /MIS and reporting systems in the maintenance of timely scheduling of the same.
8. Participate in the evaluation of the expert pool
9. Prepare the required reports.

## Preferred Competencies

1. Ability to work with minimum supervision.
2. Report Writing, Multi tasking & Strong interpersonal skills
3. Competency in programme / project management, proposal development, report writing, training and consultancy

## Qualifications and Experience

1. Degree in any field of Social Sciences
2. Minimum of 3 years working experience in training, proposal development / conducting consultancies
3. Experience in Agribusiness and Co-operative / Sacco will be an added advantage

Applications are invited from suitably qualified candidates to fill the above positions. The application letter must be submitted with a detailed CV containing email address, day time telephone contacts, copies of certificates and testimonials, and three referees to reach the undersigned not later than 25th August, 2015: Only short listed candidates will be contacted.

**The Chief Executive Officer**

**Agri and Co-operative Training & Consultancy Services Ltd (ATC)**

**P. O. Box 465-00502**

**Karen, NAIROBI**

**[jobs@atc.co.ke](mailto:jobs@atc.co.ke)**