



## AFRICA WASTE AND ENVIRONMENT MANAGEMENT CENTRE

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### AWEMAC

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#### *Leading Environmental Advisors in Africa*

## POSITION: BUSINESS DEVELOPMENT & PARTNERSHIPS OFFICER (BDPO)

AWEMAC is urgently looking for a highly qualified person to fill the above vacant position:

#### *Core duties and responsibilities will include but not limited to:*

- Identification of New Businesses and implementation of new business development initiatives
- Lead in Bidding /Negotiation/Tendering Process
- Documentation and regular update of bidding documents
- Updating and leveraging the company's branding and professional profiles
- Build capacity of all company staff as a Business Development Team
- Marketing of all our consultancy services and training opportunities
- Building partnerships with various Local and International Consulting and Training Organizations.
- Tracking of emerging markets and business opportunities such as in Oil and Gas Industry; Public Private Partnerships and other Development Projects within the country and African Region.
- Marketing of emerging Environmental Training Opportunities
- Participate in Fieldwork activities
- Preparation of some Consultancy/Project/ Training reports
- Any other tasks as may be assigned by Directors.

#### *Minimum Experience and Academic Qualifications*

- First Class or Upper Second Class Degree in Business Management/ Procurement/ Marketing. MBA will be an added advantage.
- Minimum of 3 years of previous/related experience in Business Development and Partnership activities.
- Preferred Age 25-35 years.

#### *Competencies and attributes in the following areas*

- Excellent Microsoft Computer Skills
- Excellent communication, listening and presentation skills
- Organizational and analytical skills
- A team player
- Ready to work under strict deadlines *and multitasking*

#### *Application Procedure*

If you meet the above requirements, send us a one page signed application letter (in pdf) addressed to the Director using the above address, current CV and application form downloaded from home page of [www.awemac.co.ke](http://www.awemac.co.ke). Kindly email the filled application form to: [awemactraining@gmail.com](mailto:awemactraining@gmail.com). Don't send copies of certificates at this stage. **Deadline for submission is Tuesday 13/6/2017 at 5pm. If you don't receive any response from us by 30/06/2017, consider your application unsuccessful.**