



**ORGANISATION:** African Regional Labour Administration Centre (ARLAC)  
**POSITION TITLE:** Business Development Manager  
**DUTY STATION:** Harare, Zimbabwe  
**DEADLINE FOR APPLICATIONS:** 31 January 2023  
**DATE REQUIRED:** April 2023

#### **ABOUT ARLAC**

The African Regional Labour Administration Centre (ARLAC) is an Anglophone organization created to provide training and training related research at all levels of labour administration. It also provides consultancy and advisory services, and informational resources related to labour administration matters to its member countries. ARLAC collaborates with other partners, particularly the ILO and it serves government as well as workers' and employers' organizations from member countries. The goal of ARLAC is to use labour administration as a tool for development through the promotion and safeguarding of decent employment within member countries.

#### **JOB PURPOSE**

Business Development Manager shall be responsible for identifying, developing and implementing new business opportunities across the continent. Such opportunities may include, but not limited to, educational programmes for workforce development in sectors relevant to ARLAC; tendering for commissioned research, interventions and/or evaluations; knowledge transfer and exchange partnerships; commissioned research projects; commercialisation of resources, equipment and/or knowledge capital.

#### **1. ROLES AND RESPONSIBILITIES**

2. Develop and implement an organizational programme development strategy and processes
3. Advise on development partner priorities and identify specific opportunities. Identify, pursue and successfully capitalize on funding opportunities among major funders of international development, and other relevant programming, particularly with bilateral and multilateral development partners.
4. Produce regular reports for senior management on programme development performance analysis.
5. Strengthen the capacity of ARLAC's international fundraising teams to develop fundraising strategies.
6. Develop and deliver trainings and on-the-job tools and aids as required.
7. Contribute to the continuous improvement of ARLAC's systems. Help to develop better tools, systems, techniques, and strategies for identifying, tracking, and pursuing new programme opportunities, developing proposals and budgets.
8. Building relationships with social partners in order to ensure that training provides is what the market demands. ARLAC should be the research and training partner of choice for all members.
9. Track development partner funding trends and priorities and maintain and provide development partner intelligence to identify new funding opportunities.
10. Advise on potential partnerships with other organizations and agencies and identify specific opportunities – either as a lead agency or subcontractor.
11. Lead the development and writing of successful funding proposals and budgets. This will involve leading or supporting proposal development teams across the organization, working with technical, management, and finance leads on strategy; and ensuring that logframes, budgets and narrative text are developed, reviewed, and edited per development partner requirements.

#### **REQUIRED QUALIFICATIONS AND SPECIFICATION**

- A recognised advanced university degree in a relevant field (E.g., social science, law) or equivalent qualification.
- Proven technical competence in labour administration and one or more of its functional areas (e.g., employment, human resource development, social protection, labour relations, labour inspection);
- Experience in identifying market opportunities and assessing the feasibility and viability of identified opportunities.
- Experience of developing new business opportunities through enterprise, commercial and/or knowledge exchanges.
- Experience in building sound relationships with external partners and the ability to up-sell opportunities.
- In-depth understanding of the higher education sector especially the need to diversify their activity and income streams.

**SKILLS**

- Advanced organizational skills with the ability to handle multiple assignments
- Proven ability to communicate, both written and verbally, with people at all levels;
- The ability to influence and deliver through others.
- Knowledge of business development, tendering and identification of funding opportunities that align to the activity of ARLAC.
- Ability to be self-motivated as well as work as part of a small team.
- Able to work to deadlines with minimum supervision.
- Ability to plan, prepare and conduct training courses and training sessions.

**PERSONAL**

- High level of personal and professional integrity.
- Innovative.
- Flexible.
- Dedicated.
- Below sixty (60) years.

**LANGUAGES**

- Proven competence in the use of English language, both spoken and written is a prerequisite.

**CHALLENGES**

Maximizing operational performance of ARLAC by fulfilling its mission, meeting its mandate, satisfying its constituents, and creating public value. The Business Development Manager should be able to build on the strengths of ARLAC while minimizing its weaknesses in an environment of dwindling and unpredictable resources.

**TERMS OF THE CONTRACT**

The appointment will be for a fixed period of two years.

**REMUNERATION**

An attractive and competitive remuneration package commensurate with the seniority and status of this position will be awarded.

**INTERVIEW**

Prospective candidates will be required to travel to ARLAC, Harare, Zimbabwe and take part in the interview.

**CONTACT**

Applications, together with certified copies of credentials and comprehensive CVs should be sent to:-

The Chairperson of ARLAC

16 KM Harare/Bulawayo Road (former Salisbury Motel)

P.O. Box 6097

HARARE

Tel: (+263-24) (0) 8677009073

(+263) (0)712 616 835 (mobile)

E-mail: [arlac@arlac.co.zw](mailto:arlac@arlac.co.zw); [training@arlac.co.zw](mailto:training@arlac.co.zw)