



## Business Development Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 26, 2018
- **Deadline:** Nov. 28, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : Not Required

### Other Specification

- Must have completed MBA or equivalent
  - Must have at least 1 year of experience in business development activities in Engineering Consulting Firm
  - Strong communication skills in English (Reading, Writing & Speaking)
  - Basic knowledge of computer and Email / Internet
  - Should be able to write business proposals
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### Job Description

#### Purpose of Job:

The post holder will work closely with Business Development Manager, Nepal to contribute to the achievement of the country strategy and business plan. The post is responsible for supporting the identification of development contract opportunity, business development activities.

#### Roles and Responsibilities:

- Understanding and Monitoring donor pipelines for projects and programmes, and work to be tendered to international organizations.
  - Support in pursuit of contract opportunities
  - Assist to ensure compliance with internal pursuit procedures and coordinating for necessary approvals
  - Assist and coordinate in preparation of expression of interest/concept notes and Proposal to clients for Tender
  - Maintain / Update database of the client, consultants, partner and competitors
  - Support in the identification and building relationship with national and international potential consultants and partners
  - Professionally represent the organization at project specific events/ meetings
  - Support and contribute to the development of the effective process, standards, templates, tools and system which support business development
  - Assist with required logistics and administrative task for contract pursuit and delivery
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### Applying Procedure

Qualified candidates are requested to submit their updated resume, clearly mentioning for the post of at [nepal@smec.com](mailto:nepal@smec.com) not later than 30 days from the date of publication.

***Only candidates who are under serious consideration will be communicated for the further selection process.***

***The company reserves the right to accept/reject any or all applications without assigning any reason whatsoever.***

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