

## Job Description

### Business Development Administrator

<b>Responsible to:</b>	Business Development Manager
<b>Duties and responsibilities:</b>	Providing all aspects of business development and when needed, cover on contracts and project administration.
<b>Salary:</b>	Range of £17,000 to £20,000, dependent on qualifications and experience. Full time

ITAD is a consultancy company providing technical expertise to international development programmes, projects and institutions. The work covers a range of sectors, including Governance, Aid Effectiveness, Climate Change, Health and HIV/AIDS, Private Sector Development and Social Development. Within the broad development sector, ITAD is best known for its work in Monitoring and Evaluation (M&E) and undertakes institutional and programme evaluations as well as designing M&E systems for development institutions and government departments.

The Business Development Administrator role is to support in the process of finding work and developing proposals, working with the Business Development Manager, the Business Development Team and consultants.

Your work and specific responsibilities will include:

#### Business Development:

- Preparing and submitting tenders (expressions of interest and proposals) in cooperation with consultants
  - Coordinating the bidding process and preparing bid templates
  - Liaising with external consultants - obtaining CVs, fee rates and information on their availability and keeping them informed of project status
  - Communicating with partner organisations - obtaining required documentation from partners and in cases where they are leading the bid, providing required documentation
  - Liaising with clients - obtaining clarifications and further information concerning a bid when required
  - Compiling project experience, formatted CVs and capability statements for bids
  - Working with consultants to prepare budgets and workplans
  - Formatting final documents and ensuring they are bound and presented in accordance with client stipulations
  - Ensuring agreed Quality Assurance Processes are adhered to
  - Ensuring EOIs and proposals are submitted on time
- Working with the BD team to ensure information relevant to the business development process is available and shared efficiently & effectively within the company
  - Maintaining company database of projects, proposal texts, consultants and partners
  - Developing & enhancing internal systems for communication
  - Creating and fostering relationships with clients, partners and associates
  - Periodically reviewing the bidding process
  - Ensuring the project officers, consultants (internal & external) and partners are aware of projects won and lost
- Providing research assistance to consultancy projects as time permits

### **General Administrative Support**

- Providing general administrative support when required

### **Qualifications & Experience**

#### *Essential*

- Interest in development issues with at least degree level of education, preferably in development studies or another relevant subject
- Excellent communication skills, both written and verbal
- Good administrative and organisational skills with attention to detail
- Excellent time management skills and ability to prioritise within a busy workload
- Ability to work effectively as part of a team
- Initiative to work with a minimum of supervision
- Excellent IT skills including competence with Microsoft Office products (Word, Excel, Powerpoint, and Outlook in particular)
- The candidate should already possess the right to work in the United Kingdom without requiring a work permit

#### *Desirable*

- Experience of business acquisition/proposal writing
- Ability to review and summarise complex documents

#### **Timing:**

Deadline for Applications: Friday 29<sup>th</sup> June 2012

Start: a.s.a.p

#### **To apply:**

Please send your CV and a covering letter for the attention of Alice Parsons to [alice.parsons@itad.com](mailto:alice.parsons@itad.com) with **Business Development Administrator application** in the subject title.