



**JOB ANNOUNCEMENT
BUSINESS DEVELOPMENT ASSOCIATE
RWANDA NGURIZA NSHORE**

DAI works at the cutting edge of international development, combining technical excellence, professional project management, and exceptional customer service to solve our clients' most complex problems. Since 1970, DAI has worked in 150 developing and transition countries, providing comprehensive development solutions in areas including crisis mitigation and stability operations, democratic governance and public-sector management, agriculture and agribusiness, private sector development and financial services, economics and trade, HIV/AIDS, avian influenza control, water and natural resources management, and energy and climate change. Clients include international development agencies, international lending institutions, private corporations and philanthropies, and host-country governments.

PROJECT BACKGROUND:

The purpose of Nguriza Nshore (“Lend so that I may invest”) is to drive rural economic growth through facilitating the emergence of a dynamic agribusiness sector. By alleviating constraints to investment and increasing access to financing, Nguriza Nshore will facilitate the creation and growth of small to medium agribusinesses, as an entry point for broader growth, to provide productive employment for rural populations and reduce poverty. By working with financial institutions, investors, public and private sector business development service providers, and a variety of Government of Rwanda ministries and initiatives, Nguriza Nshore will be the catalyst that strengthens and improves existing public-private platforms that support investment from international, local, bank and non-bank sources, creating a better-functioning finance and investment ecosystem.

ROLE’S PURPOSE:

The Business Development Associate will be responsible for supporting the project’s technical team in conducting market research, coordinating technical assistance, ensuring efficient and effective communication with all stakeholders and supporting overall service delivery. The Business Development Associate reports to the Deputy Chief of Party (DCOP).

PRIMARY RESPONSIBILITIES:

Coordination

1. Help to coordinate the activities of technical team, by providing support to the day-to-day work.
2. Ensure that component deliverables are tracked, and recorded weekly, monthly and quarterly.



3. Support the technical team in organizing workshops, by ensuring that all workshop requirements are in place, workshops are effectively conducted and exited.
4. Support technical team in planning, coordinating and executing field visits/trips, including preparation of trip reports.
5. Work closely with M&ELP team in collecting data and providing information in relation with technical activities.

Management

1. Support the technical team in planning and management of monthly “brown bag luncheons”.
2. File and keep all technical records/files in their respective files, including uploading them to TAMIS.
3. Support technical team in scheduling meetings with partners/stakeholders and share updates to the supervisor.
4. In collaboration with procurement team, keep all reports of the organized conferences, workshops, management events.
5. Management of SMEs Information (Tracking).
6. Support Technical team in data collection, updating the SMEs/MFIs/SACCOs databases, and do the necessary follows up as may be guided by the supervisor.
7. Support in other activities of the technical team as the supervisor may instruct.

Procurement/Logistics

1. In collaboration with procurement team, keep all reports of the organized conferences, workshops, management events
2. In collaboration with technical team, initiate procurement requests for all technical activities
3. As directed by the supervisor, organize and submit procurement requests for approvals.
4. Serve as focal point for logistical support required by the technical team

This SOW is intended to describe the general nature and level of work for this position and is not an exhaustive list of all responsibilities, duties and skills required of the individual in this role. The selected candidate may be required to perform other duties as assigned by the DCOP.

QUALIFICATIONS:

- Bachelor’s degree in economics, business administration, finance, marketing, international development or a related field.
- At least 2 years of progressively responsible experience in providing support to small and medium enterprises (SMEs) and financial institutions, of which 1-year experience working with a USAID funded project is preferable.
- Excellent computer skills, mastery of Word, Excel, PowerPoint.
- Demonstrated market research and market analysis skills.



- Excellent writing and organizational skills and experience preparing well-researched reports.
- Demonstrated ability to work collaboratively with institutional (e.g. Government of Rwanda, NISR) and private-sector partners (e.g. entrepreneurs, employers, banks etc.) and stakeholders.
- Demonstrated ability to manage high-volume workflow through marshalling human and technology resources.
- Professional level oral and written skills in English.
- Fluency in Kinyarwanda.
- Candidate should be under the youth age (<30)
- Ability to collaborate effectively in a team and display excellent interpersonal communication with people from a variety of backgrounds.
- Keen interest in finance and investment and a desire to grow in the field.

REPORTING:

This position will report to the Nguriza Nshore Deputy Chief of Party (DCOP).

LOCATION:

Kigali, Rwanda

HOW TO APPLY:

Fill out the online application on the following link:

<https://fs9.formsite.com/daisuppliers/NgurizaNshoreProject/index.html>

Applications are due by May 21st, 2021, 5pm CAT

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Women, youth and persons with disabilities are encouraged to apply.