



## **Business Development Manager – Position Description**

ABCSCA is a non-profit organisation with the broad objective of providing a forum for our members to develop and grow their business activities, promote trade and commerce, and deepen the relationship between Australia and the Southern African countries. The members are made up of multi-national companies, non-resident companies and individuals who share the same broad objectives of ABCSCA.

ABCSCA supports its mission by:

- forming active industry working & advocacy groups
- organising networking opportunities
- arranging sponsorship opportunities
- providing access to government and other chambers
- facilitating information and contacts to help you do business.
- supporting these activities with various business and social events

ABCSCA gets strong support from:

- Australian High Commission in South Africa
- Australian Trade & Investment Commission
- South African Department of International Relations and Cooperation

The Australian Business Chamber of Commerce (Southern Africa)

(ABCSA) is seeking applications from suitably qualified individuals for the following exciting part-time opportunity:

### **Business Development Manager**

Employment will be as a consultant on a permanent part-time basis +/-15 hours per week

Direct Report: Events Manager

Position Reports to: Chairman

### **Duties**

The key responsibilities of the position include, but are not limited to the following:

- Responsible for the functioning of the Secretariat;
- Management of Events Manager where appropriate;
- Increasing membership of ABCSA in conjunction with the membership director and the board of directors of ABCSA;
- Managing the ABCSA membership information via the Maximizer Client Relationship Management (CRM) system including reporting;
- Attending ABCSA events with a view of recruiting potential members;
- Preparing and collating board packs and attending Board meetings including minutes;
- Liaising with Meltwater regarding introduction from the Chairman to weekly e-newsletter and maintaining database of recipients;

- Setting up Agreements with affiliated business associations both in Africa and in Australia. It is the intention to:
  - (i) establish a formal relationship with the nominated associations and
  - (ii) establish ABCSA as the preferred place of contact when any companies/persons who are coming to Africa
- Any other duties as may be required from time to time.

## **Selection Criteria**

### **Essential**

- Relevant tertiary qualifications;
- Highly developed written and oral English communication skills;
- Exceptional communication, follow-up, negotiation, and closing skills. Strong emphasis on the ability to listen and present appropriate solutions.
- Strong liaison and interpersonal skills and a proven capacity to develop productive working relationships and open communication with colleagues and to create strong networks with external partners and stakeholders.
- Ability to work in a team or independently while supporting and mentoring colleagues as appropriate.

### **Desirable**

- Australian Citizen or connection with Australia

## **How to Apply**

Applications must include:

1. A statement addressing the selection criteria above (maximum of 2 pages).
2. Curriculum vitae of no more than 3 pages
3. Copies of any qualifications as appropriate

Applications close on **30 May 2016**

Please note that only those selected for further consideration will be contacted.

Please send applications by email only to:

Michael Templeton  
ABCSA Chairman  
(e) [michtempleton@gmail.com](mailto:michtempleton@gmail.com)