

Position Profile



Position Framework

Position Title:	Business Development Manager
Reporting to Position Title:	General Manager (APS Consult) and/or Consultants
Vacancy Ref:	HRCons/03/2010
Area of Activity:	APS Consult Ltd

Position Content

Overall Purpose:

Reporting to the General Manager (APS Consult) the Business Development Manager will contribute to the generation of new business, manage client accounts and assist in the ongoing administration of the company. The incumbent will, under the tutorship of the General Manager (APS Consult).

Functions and Duties:

- Manages contacts with the company's client accounts;
- Develops and instigates new opportunities to maximise business relationships;
- Contributes to the establishment of client and supplier networks, and attracts new business to APS Consult;
- Creates marketing develop opportunities to promote the services of the company;
- Ensures that accounting and client records are kept up to date and defaulting clients are tracked recouping dues;
- Develops marketing material and maintains the company website updated;
- Supports the EU Service Bureau activity and assists in the development of the APS Consult newsletter;
- Analyzes client needs and assists in the development of Project Initiation Documents according to the APS Consult standard;
- Participates and leads consulting projects or sub-projects;
- Delivers the necessary training to clients and APS Consult staff members, and prepares all the relevant training material;
- Contributes to the internal administration activities of APS Consult by developing, implementing and maintaining one or more administrative areas of the operation including:

- Accounting and Book-keeping related activities;
 - Human Resources related processes;
 - Corporate Identity related functions;
 - Quality Management;
 - Archiving and Resource Centre.
- Takes active interest in learning, the dissemination of knowledge and follow-up in these areas:
 - European Union related issues, programmes, grants and funding initiatives;
 - Small & Medium Enterprises;
 - The Environment and Rural Development;
 - Social Welfare Development
 - Activities of Non-Governmental Organisations;
 - Organisation Capacity Building;
 - Issues related to the activities of the Church, Ecclesiastical Entities and Religious Orders.

Job Requirements

Education and Training:

This post is open to applicants in possession of a degree or at an advanced stage in the attainment of a degree in marketing, management, economics, public policy, finance or equivalent. Incumbents are expected to 'think out of the box', be talented in building networks and have a strong will to succeed. They must further:

- be fluent in the Maltese and English;
- be meticulous and capable in maintaining consistent records;
- have a good understanding of the business consulting function and strong information technology skills;
- be prepared to work at irregular hours;
- have a valid driving licence;
- be computer literate;
- have excellent team-working skills.

Candidates with working knowledge of French and/or German will be given preference.

Deadline for Applications: 1st March 2009
