

BUSINESS DEVELOPMENT MANAGER, ACCRA

INFORMATION PACK

Position Number: 2639

Location: Accra, Ghana

Group: Americas and EMEA

Term: Two-year contract, renewable by mutual written agreement

Classification (AOPL): Overseas Performance Level 4

Reports to: Trade Commissioner, Accra

Division: International Operations

Security Clearance: Overseas Engaged Employee Security Clearance

ABOUT AUSTRADE

The Australian Trade and Investment Commission (Austrade) contributes to Australia's economic prosperity by helping Australian businesses, education institutions, tourism operators, governments and citizens as they:

- > develop international markets and promote international education
- > win productive foreign direct investment
- > strengthen Australia's tourism industry
- > seek consular and passport services

To read more about Austrade, please click [here](#) and for more on the Executive Group please click [here](#).

THE ROLE

This position, located at the Australian High Commission in Accra, promotes and supports Australian business in West Africa by optimising and expanding business networks to take advantage of trade and investment opportunities.

Priority areas of focus for this role are Food & Agriculture and Infrastructure, which represent key areas of opportunity. Knowledge of or experience in one or both of these sectors would be an advantage.

The position requires a highly motivated team member fluent in English with experience in business development, preferably in an international environment. Working knowledge of French would be an advantage.

In this role you will be responsible for

- > Developing and delivering business objectives, as outlined in the West Africa Business Plan, including the achievement of team and individual outcomes across West Africa.
- > Managing a client portfolio providing services to assist Australian businesses with market entry or market expansion, working with clients both individually and as industry-based clusters.



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- > Identifying, targeting and promoting specific, well-qualified and contestable export and outward investment opportunities to Australian companies within assigned priority sectors, and developing and delivering strategic programmes around industry or niche opportunities.
- > Managing and delivering in-market programmes (client visits, missions, exhibitions etc.) to develop new business and win major business opportunities in priority sectors, monitoring milestones and outcomes through Austrade's web-based client management system.
- > Promoting market engagement opportunities for Australian businesses in West Africa through effective use of Austrade's on-line presence (www.austrade.gov.au) and timely update of online content.
- > Developing and maintaining extensive business networks in market territories and Australia, representing Austrade with companies, government agencies and business groups.
- > Ensuring strong working relationship with Department of Foreign Affairs and Trade and other Australian Government and ally industry bodies.
- > Contributing to the business management, reporting and corporate communication processes and meet compliance requirements.
- > Utilising internal databases and knowledge management systems to support work practices.
- > Working as part of an Austrade team and maintain Austrade standards and policies, including diversity in the workplace, ethical practice and occupational health and safety principles and compliance with audit requirements.

WHAT WE ARE LOOKING FOR

Given the nature of what we do, we thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training, interests and skills. There are eight particular aspects we will consider when looking for a successful candidate for this role:

1. Demonstrated high level **communication skills** (includes interpersonal, negotiation, influencing and business writing skills) with a particular ability to represent Austrade and Australia in a professional capacity to a broad range of audiences.
2. Demonstrated skills in the development and management of **productive working relationships** (includes clients, customers, internal/external bodies, partners etc.) as well as proven ability to utilise a network to help achieve business results.
3. Demonstrated track record of **achieving results** in a commercial environment and the ability to apply this successfully to trade / investment facilitation.
4. **Research and analytical skills** and proven problem solving abilities.
5. Experience in **business planning** and execution of business plans within a team environment.
6. Demonstrated capacity to contribute to the **leadership & management** of the Sub-Saharan Africa team, providing a clearly articulated strategic direction.
7. Well-developed **time management skills** and proven experience of **working independently and in a team**.
8. Sound experience in (or demonstrated ability to develop knowledge/understanding of):
 - Factors and decisions relevant to business development, trade and investment,
 - Government policies and practices relevant to trade and investment, including relevant assistance programs for Australian business,
 - Australian business capability across priority sectors relevant to the markets in West Africa, and
 - The issues facing exporters and investors.



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APPLICATION

Your application should outline how your experience and capabilities are applicable to the role and how this position aligns with your career goals, limiting your response to one page (up to 800 words). As part of your application you will also need to provide your current resume and contact details of three referees.

Access the application form online

Applications will be accepted via Austrade's online recruitment system. Submit your online application through <http://www.austrade.gov.au/BDMAccra> by **11.30 pm (Ghana Time) Sunday, 23 April 2017**.

Australian Trade and Investment Commission in Accra will not accept phone calls or email inquiries regarding the application process. Only candidates who complete their application in Austrade's online recruitment system will be considered.

For assistance with the online recruitment system contact recruitment@austrade.gov.au.

ELIGIBILITY

To be eligible to apply you must have:

- > Minimum Bachelor level relevant tertiary qualification (for example but not limited to International Business/Economics/Marketing or industry-related disciplines)
- > Minimum 5 years of experience in a business development or a similar role
- > Fluency both in written and spoken English (shortlisted applicants may be first tested by telephone prior to Austrade committing to interview)
- > Proof of rights of residency and employment in Ghana
- > Desirable:
 - Knowledge of or experience in Food & Agriculture or Infrastructure sectors in West Africa.
 - Working knowledge of French an advantage (but not essential).

Applicants must consent to Austrade's security background checking process to secure the required level of security clearance.

GENERAL INFORMATION

Salary

A competitive salary based on market rates will be offered.

Employment conditions

This is a locally-engaged position governed by local labour law and Austrade's Overseas Engaged Employees Terms and Conditions of Employment Ghana.

Referee checks

A referee check will be used as part of the assessment method. Your three listed referees will be either a current or previous supervisor and/or manager that has worked with you and can provide direct relevant knowledge of your skills, knowledge and/or experience, and performance. Referees may be asked to verify or comment on claims made by the applicant in the application or at interview.



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Selection notification

Successful candidates will be notified via phone where a verbal offer will be made. Unsuccessful candidates will be notified via email and/or phone.

Equal Employment Opportunity

Austrade offers equal employment opportunity conditions.

