

BUSINESS DEVELOPMENT MANAGER

ACCRA, GHANA



Australian Government
Australian Trade and Investment Commission



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

We achieve this by generating market information and insight, promoting Australian capabilities, developing policy, making connections through an extensive global network of contacts, leveraging the badge of government offshore and providing quality advice and services.

Specifically, we:

- Help Australian companies to grow their business in international markets, including through administration of the Export Market Development Grants (EMDG) scheme and the TradeStart program.
- Provide coordinated government assistance to attract and facilitate productive foreign direct investment (FDI) into Australia.
- Promote the Australian education sector in international markets and assist Australian education providers with market information.
- Provide advice to the Australian Government on its trade, tourism and investment policy agenda.
- Develop policy, manage programs and provide research to strengthen Australia's tourism industry and to grow Australia's tourism market share.
- Deliver Australian consular, passport and other government services in designated overseas locations.
- Manage the Building Brand Australia program to enhance awareness of contemporary Australian skills and capability and enrich Australia's global reputation.



Position Description

Title:	Business Development Manager	Position Number:	2639
Division, Unit, Location:	International Operations, Growth & Emerging Markets, Accra	Level:	Austrade Overseas Performance Level (AOPL) 4
Term:	Two-year contract, renewable by mutual written agreement		
Reports to:	Trade Commissioner, Accra		
Role:	<p>This position, located at the Australian High Commission in Accra, promotes and supports Australian business in West Africa - primarily Ghana and Nigeria - by optimising and expanding business networks to take advantage of trade and investment opportunities.</p> <p>Priority areas of focus for Austrade Accra are Mining, Oil and Gas, which represent key areas of opportunity. Knowledge of or experience in one or more of these sectors would be an advantage. Experience related to business development in the Nigerian market is desirable.</p> <p>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.</p>		
Duties:	<ul style="list-style-type: none">• Responsible for the development and delivery of business objectives, as outlined in the West Africa Business Plan, including the achievement of team and individual outcomes across West Africa.• Manage 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.• Within assigned priority sectors identify, target and promote specific, well-qualified and contestable export and outward investment opportunities to Australian companies and develop and deliver strategic programmes around industry or niche opportunities.• Manage and deliver 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.• Promote 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.• Develop and maintain extensive business networks in market territories and Australia, representing Austrade with companies, government agencies and business groups.• Ensure strong working relationship with Department of Foreign Affairs and Trade and other Australian Government and ally industry bodies.• Contribute to the business management, reporting and corporate communication processes and meet compliance requirements.• Utilise internal databases and knowledge management systems to support work practices.• Work 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.		

Selection Criteria

Selection Criteria

The selection criteria highlight the essential components (skills, experience and qualities) that are required to perform in the role effectively.

You will be asked to respond to specific **assessment questions** through the online application form. Your answers will be used to assist the Selection Panel in assessing your application.

Your answers will form part of the overall assessment and are essential for you to demonstrate how your skills and experience support you as a suitable candidate for the role. Applicants who do not answer the online application questions as requested are unlikely to be considered for a position with Austrade.

Selection Criteria:

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.

Assessment

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held an offer will be made to the applicant considered as most suitable for the role (anticipated within 6 – 8 weeks of the closing date for applications).

Unsuccessful applicants will be advised by email.

General Information

Employment terms

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

An initial two-year contract will be offered for this position. Thereafter, employment may be renewed by mutual written agreement.

Salary

This position is at Austrade Overseas Performance Level (AOPL) 4.

AOPL4 Commencement salary is GHS 61,231 per annum (gross).

Salary advancement to Standard Salary level (GHS 68,034 gross per annum) can be approved after six months of service, subject to a positive performance appraisal.

The salary is non-negotiable.

Mandatory Requirements:

- Education:
 - Minimum Bachelor level relevant tertiary qualification (for example but not limited to International Business/Economics/Marketing or industry-related disciplines).
- Experience:
 - Minimum 5 years of experience in a business development or a similar role.
- Language Proficiency:
 - Applicants must be fluent both in written and spoken English. Shortlisted applicants may be first tested by telephone prior to Austrade committing to interview.
- Residency and Work Permit:
 - Applicants must hold proof of rights of residency and employment in Ghana.
- Desirable:
 - Knowledge of or experience in one or more of Austrade's priority sectors in West Africa (Mining, Oil and Gas).
 - Experience related to business development in the Nigerian market.
 - Working knowledge of French an advantage (but not essential).
- Ability to utilise sophisticated computer based systems to support work practices, including delivery of client services.
- Applicants must consent to Austrade's security background checking process to secure the required level of security clearance.

Equal Employment Opportunity

Austrade offers equal employment opportunity conditions.

Background information

Austrade encourages applicants to visit our website www.austrade.gov.au to obtain background information about Austrade, its role as the Australian Government's trade and investment promotion agency and its services to business.

Contacts

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

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.

How to Apply

Access the application form online - Applications are to be lodged via Austrade's on line recruitment system via <http://www.austrade.gov.au/BDMAccra2016>.

Once you have registered, confirming that you meet the requirements for the position, and entered the application form you will be asked to provide some information.

Applicant Details - Introductory section containing your contact information.

Employment History - When completing the most recent employment details please note that you should provide only a brief statement as to the employer's industry and your duties. The amount of text entered will be limited by the system. The form does not require information about other (previous) employers. This should be included in your resume.

Education and Languages - Again please be brief and only include relevant qualifications. The amount of text you can enter will be limited by the system. Further information can be provided as part of your resume.

Assessment Questions - Your responses will assist the selection panel in assessing your claims against the selection criteria. Please provide sufficient detail about your level of experience, skills and knowledge in your response by giving examples from your past experience (education, voluntary or in work) demonstrating how you successfully carried out a similar task or responsibility.

Please be brief and limit your responses to approximately 200 words.

Caution! *It is advisable to produce your selection response in a word document first to ensure that you don't lose work if the online system "times out" whilst you are responding.*

Reference Details - Please include details of two referees we may contact for a reference.

Attach your resume - Once you have completed the required form fields please ensure that you attach your resume. You may also attach two additional documents if you wish.

Assessment

Applicants should note that Austrade uses a variety of assessment methods including interactive group exercises, written exercises and skill testing as well as telephone, video conference and formal panel interviews.

IMPORTANT:

Applications Close at 11:30pm on Friday, 20 May 2016 (Ghana Time)

Also please note

- Austrade's online recruitment system automatically locks-out applicant access at the advertised Job Close time and date.
- Applicants should download all information prior to the position closing. Once the vacancy has closed for applications, you will not be able to access the information.

