



## **Business Development Manager**

A business development manager would be responsible for implementing Mthente's business development strategy, identifying new business opportunities, maintaining key relationships and negotiating and closing business deals.

This position will have set financial targets that the manager must meet in order for the company to meet its projected revenue generation.

The salary will be linked to monthly financial targets.

### **Responsibilities**

- 1) Pursuing new project leads and prospective clients
- 2) Networking, building and maintaining client relationships
- 3) Delivering presentations and proposals
- 4) Maintaining extensive knowledge of current industry conditions and competitors
- 5) Negotiating and closing business deals
- 6) Build and maintain brand awareness

This position may require extensive travel and therefore a driver's license is essential.

### **Qualifications**

Masters degree in the social science field  
Five(5) to eight(8) years of work experience in business development.  
Knowledge of the research based and consulting environment  
Proven revenue generation and sales experience.  
Excellent writing skills  
Outstanding social marketing skills

### **Skills**

Excellent interpersonal and communications skills  
Ability to work with minimal supervision  
Strong writing and presentation skills  
Outstanding ability to sell  
Excellent negotiation, closing and follow-up skills  
Market research experience  
Passion for the research and consulting environment



## Researcher

### Responsibilities

The key responsibilities of this position will include:

- Conducting primary and secondary research, with a particular emphasis on:
  - Interviewing.
  - Facilitating focus group meetings.
  - Desktop research.
- Developing and analysing survey questionnaires.
- Undertaking evaluations and impact studies.
- Summarising complex documents and reports.
- Designing and writing research reports.
- Editing and reviewing written reports.
- Writing tenders and following up on business development leads.
- Managing research projects, including a team of researchers.

This position may require extensive travel and therefore a driver's license is essential.

### Qualifications

Masters in Social Science degree

Three(3) to Five(5) years work experience that involved extensive research and report writing

### Skills

- 1) Ability to assimilate relevant information coherently
- 2) Excellent writing skills
- 3) Very good interpersonal skills
- 4) A people centered person that has the ability to work in teams
- 5) Ability to work under pressure and meet deadlines
- 6) Very good interviewing and facilitation skills. Able to conduct telephonic interviews
- 7) Passion for the research and consulting environment
- 8) Experience in Monitoring and Evaluation
- 9) Experience in developing survey material would be an added advantage

## **Application Process**

Please submit a covering letter outlining experience in the above areas and a detailed CV with contact details of 3 referees to Nosipho Mabaso at [nosipho@mathente.co.za](mailto:nosipho@mathente.co.za)

Closing Date: **14<sup>th</sup> September 2010**

If you have not heard from us by 21<sup>st</sup> September 2010, you can assume that your application has been unsuccessful