



BUSINESS DEVELOPMENT AND NETWORK MANAGER JOB DESCRIPTION

Job Purpose

The input of the business development and network manager leads to new partners for Emmanuel Christian College (ECC), including funding partners. ECC will be better known to a wider range of stakeholders.

Primary Duties and Responsibilities

1. Develop a marketing plan for ECC.
2. Develop a stakeholder list in collaboration with the Management Team (MT) of ECC and the transition manager.
3. Develop marketing messages for ECC in collaboration with the MT of ECC and Africa Services.
4. Analyze potential for further income generating activities at ECC, prioritize these and lead the development of business cases for the one with highest potential.
5. Develop proposals for donors based on plans/ concepts prepared by the different heads of departments at ECC. Improve on these, submit these to donors, and ensure proper follow-up of the proposals.
6. Liaise with agencies in Juba, Yei, East Africa and the wider international community to raise the profile of ECC and to access support to ECC from a wider range of stakeholders, and also to build in technical expertise required for expanding on concepts, proposals and programs.
7. Monitor the implementation of programs that received funding and are being implemented, and ensure timely reports to the different donors, in collaboration with the heads of department and other colleagues involved.
8. Ensure that the programs operate within the approved budgets and time-frames.
9. Regularly monitor and evaluate the implementation of the programs by the different heads of department and other staff in order that commitments are met.
10. Provide regular brief updates for selected stakeholders on progress of specific programs/ projects/ business concepts so to inform and involve these stakeholders.
11. Participate in relevant networking events as required.
12. Contributes to team effort by accomplishing related results as needed.
13. Maintain a safe and clean work environment.
14. Share the vision of ECC, understand and follow ECC rules and regulations.
15. Perform all duties as assigned and required.

Line of authority

The business development and networking manager reports to the Principal of ECC.

Education And Experience Requirements

- University degree in Business. MBA would be appreciated.
- Minimum of ten years of work in similar assignments.
- Proficiency in the use of computers for: Word processing, Excel, PowerPoint, Databases, E-mail and Internet.
- Strong organizational, analytical and interpersonal skills.
- Very strong verbal and written communication skills.
- Innovative person, keen on new ideas and concepts and translating these into viable programs.
- Proactive, self-motivated, and respectable, responsible person.

The nature of the assignment requires a flexible personality, team player, excellent communicator, good verbal and written command of the English language, highly computer literate and a sense of humor. The person needs to be a Christian.



Duty station is Goli, about 1 hour drive from Yei. The selected candidate is expected to live there, at least part of the time, but will need to travel extensively.

Recruitment process

The vacancy will be announced through different means in March 2016. Interested candidates are requested to send a motivation letter together with their CV and proofs of e.g. education followed by e-mail to:

principal@eccollegess.org with a copy to:

gjprinsecc@gmail.com

arkanjelo61@gmail.com

Hardcopies may also be presented to:

- The Principal in Goli, Caesar Drasi, in Goli; or
- Bishop Arkanjelo, African Inland Church, Juba

Selected candidates will be interviewed a.s.a.p. and the ambition is to have the selected candidate at work in April – May 2016.

For more information on ECC, please visit: <http://www.eccollegess.org/>

For more information/ questions, please contact:

Caesar Drasi, Principal of ECC

Telephone: +211 921380203

Email: principal@eccollegess.org