



## **BUSINESS DEVELOPMENT OFFICER**

The African Population and Health Research Center (APHRC) is a leading Africa-based, African-led, international research institution headquartered in Nairobi, Kenya. APHRC conducts policy-relevant research on population, health, education, urbanization and related development issues in sub-Saharan Africa.

APHRC is recruiting a **Business Development Officer** to support the implementation of the Center's fundraising strategy.

### **Duties/Responsibilities**

- Research, identify and clarify strategically aligned funding opportunities;
- Conduct meetings with internal teams, prospective partners and potential funders;
- Lead the Go-No-Go process as per the Center's guidelines;
- Update and maintain proposal modules in the Enterprise Resource Planning platform;
- Lead the archiving of documents in the Center's Electronic Document Management System; and
- Contribute to streamlining and synthesizing business development information.

### **Qualifications, Skills, and Experience**

- A Bachelor's degree in fields related to the Center's work.
- At least 5 years' experience in fundraising and business development.
- Experience in business information systems.

This position is classified under *Nationally Recruited Positions (NRP), Grade IV* in our scales.

Interested candidates are encouraged to apply through our recruitment portal <https://aphrc.org/vacancies/> by **October 07, 2022**. Only shortlisted candidates will be contacted; shortlisted candidates will be required to have a Police Clearance Certificate. Cover letters should be addressed to:

The Human Resources Officer

African Population and Health Research Center, Inc

APHRC Campus, Manga Close, off Kirawa Road, Kitisuru

P. O. Box 10787-GPO, Nairobi

**Website:** [www.aphrc.org](http://www.aphrc.org)

*APHRC is an equal opportunity employer and is committed to the protection of vulnerable persons*