

# Practical ACTION

## Job profile

### Junior Business Development and Desk Research Officer – Africa Region

<b>LOCATION</b>	Based in a country where Practical Action has an established office in Africa, including Kenya or Zimbabwe.
<b>REPORTS TO</b>	Partnership & Strategy Lead
<b>CONTRACT TYPE</b>	Fixed
<b>DIRECT REPORTS</b>	None
<b>RELATIONSHIPS</b>	<b>Internal:</b> Country Office teams, Africa Regional Team, Partnerships & Fundraising, Global Business Development, MEL, Policy & Advocacy, Communications. <b>External:</b> Donors, partner organizations, consultants, and other stakeholders as required for research and coordination purposes.

#### **Purpose of the Role**

The Junior Business Development and Desk Research Officer provide operational and analytical support to strengthen strategic business and partnership development effectiveness across Practical Action's Africa Region.

The role focuses on opportunity scanning, desk research and analysis, coordination, and process support, helping to ensure that regional and country teams are better informed, better prepared, and more efficient in developing funding opportunities. By taking on time-intensive and administrative aspects of business development, the role enables senior staff to focus on strategic engagement, partnership development, and programme design.

This position plays a key role in improving consistency, timeliness, and quality of business development processes of the regional office.

## **Key Responsibilities**

### **1. Opportunity Scanning and Desk Research**

- Conduct regular scanning of donor pipelines, funding portals, and partner intelligence to identify relevant funding and partnership opportunities.
- Undertake research on donors, partners, organizations, funding mechanisms, thematic priorities, and geographic focus areas and other topics as assigned in accordance with the specific brief inform decision-making.
- Prepare concise opportunity briefs, donor profiles, and background notes for regional and country teams.
- Maintain up-to-date information on key donors and funding trends relevant to the Africa Region.

### **2. Business Development Process Support**

- Support the coordination of business development processes led or coordinated by the regional office.
- Maintain shared proposal workspaces, trackers, and calendars to support timely and organised proposal development.
- Support logistics for proposal reviews, design workshops, partner coordination meetings, and internal approvals.
- Ensure key documentation is properly organised, version-controlled, and accessible to relevant teams.

### **3. Partner and Consortium Coordination**

- Support with initial outreach and coordination with potential partners during early stages of partnership and opportunity development.
- Assist in compiling partner information, expressions of interest, and due diligence documentation where required.
- Support the coordination of inputs from multiple teams and partners during proposal development processes.

### **4. Proposal and Submission Support**

- Provide administrative and coordination support during proposal development, including compiling inputs, formatting documents, and checking completeness against donor requirements.
- Support the preparation of annexes, compliance checklists, and submission materials.
- Assist senior staff with deadline tracking and follow-up during proposal submission processes.

### **5. Learning, Systems, and Continuous Improvement**

- Support the maintenance of regional business development trackers, dashboards, and shared systems.
- Capture lessons learned from proposal processes and support continuous improvement of BD tools and templates.
- Contribute to internal learning by sharing insights on donor trends, opportunity pipelines, and process efficiencies.

## Safeguarding Commitment

Practical Action is fully committed to preventing all forms of abuse, exploitation, and harm to children and vulnerable adults. All employees are expected to:

- Uphold and model the highest standards of behavior and integrity in line with the organization's Safeguarding Policy.
- Promote a culture of awareness, prevention, and zero tolerance for harm.
- Report any safeguarding concerns through the appropriate channels promptly.
- Participate in regular safeguarding training and meet all related compliance requirements.

## Person Specification

### Essential Qualifications and Experience

- Bachelor's degree in international development, Economics, Social Sciences, Business Administration, or a related field.
- At least 2–4 years of relevant experience in business development support, research, project coordination, or a similar role.
- Demonstrated experience conducting desk research and synthesizing information into clear, concise outputs.
- Experience supporting proposal development or donor engagement processes is an advantage.
- Familiarity with the international development or NGO sector, preferably in Africa.
- Knowledge of Africa's development context, funding landscape and trends

### Skills and Competencies

- Fundraising & resource mobilisation experience
- Strong research, analytical, and information synthesis skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines simultaneously.
- Strong written and verbal communication skills in English (required) and French (desired).
- Professional level proficiency with Microsoft Office Suite and working with shared systems, trackers, and collaborative tools.
- Proactive, reliable, and able to work effectively with intercultural teams across different countries and time zones.

All employees are expected to embody and promote Practical Action's values:

- **People-centered:** We prioritize fairness, accessibility, dignity, and respect for all — from colleagues and communities to supporters and stakeholders.
- **Impact-driven:** We are motivated by the desire to create **lasting, meaningful change** for the people and communities we serve.
- **Transparent:** We act with **honesty, integrity, and strong ethics**, fostering mutual trust and upholding the highest standards.
- **Innovative:** We champion **curiosity, learning, and fresh thinking**, drawing on local knowledge to deliver global impact.
- **Resilient:** We face challenges with determination and adaptability, committed to learning and evolving in pursuit of **sustainable development**.

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