

Job description

Business Development and Operations Manager

Nairobi, Kenya

Company overview

Our mission is to work for a healthy, equitable, inclusive, safe and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Kenya and Nigeria, we have a portfolio of international development programmes as well as fund management responsibilities. We are Fund Manager for UK Aid Direct and UK Aid Match – The Department for International Development's (DFID) central funding mechanisms for awarding grants to small and medium sized UK and international civil society organisations working to reduce poverty overseas and achieve the Global Development Goals. We also manage the AmplifyChange fund; a multi-donor fund supporting advocacy in Sexual and Reproductive Health and Rights (SRHR) across Africa and South Asia.

Job context

MannionDaniels aims to develop its portfolio managed through the Kenya registered company - Mannion Daniels Africa Limited - with offices based in Karen, Nairobi. Through the Kenyan company we will work to expand MannionDaniels' long and short terms projects in the East and Horn of Africa region. This will be through supporting programmes contracted through the UK company, as well as incrementally building the contracts won directly by the Kenya company.

Our Business Development and Operations Manager will have responsibility for developing new business opportunities for MannionDaniels Africa as well as managing for a variety of international programmes primarily in East and Horn of Africa. The role will work closely with the Head of Programmes to improve operational and commercial performance and grow our MannionDaniels Africa operations.

Principal accountabilities

1. Carry out a full range of business development activities including conducting research that informs the growth strategy of the practices areas and/or regions; leveraging industry contacts and networks for strategic intelligence; and assessing the viability of potential future proposal efforts, business partnerships or project opportunities
2. Participate in regular business development meetings and support business development activities including identifying, tracking and developing opportunities; reviewing bid requirements; bid design and planning, and developing bids/proposals.
3. In collaboration with the Head of Programme and other senior management, proactively build positive working relationships with donors and clients, and represent Mannion Daniels Africa Limited at industry functions and business meetings
4. Coordinate closely with bid teams, technical staff and other resources across the company in all aspects of capture and proposal processes.
5. As appropriate, serve in proposal line roles such as capture manager, accountable lead, and writer for all and any section including technical narratives, budget and narrative, project and personnel profiles, and other proposal pieces, as required
6. Support the development of commercial proposals, in collaboration with the Finance Team, including ensuring all specialised advice (e.g. relevant taxes, in-country annual inflation, exchange rates, contingencies and non-recoverable costs) is incorporated
7. Participate in bid reviews and provide ongoing feedback to senior management on the status of capture efforts and the viability of continued investment of time and resources in developing business opportunities.
8. Manage project activities and deliverables, budget, timeline, and client relationships from contract initiation to close out, ensuring projects are completed on time and on budget
9. Provide project status reports to the Head of Programmes and management team on budget and timings and flagging any issues, risks, or change requests.

10. Support sourcing for bid and projects including the development of terms of reference for consultants and other partners / subcontractors and ensuring compliance with company due diligence processes and other procedures.
11. With support from the Operations and Compliance Manager (UK), ensure that all processes required for project management & quality assurance are in place, that they run smoothly, adhere to technical quality, support programmatic objectives, and comply with contractual requirements and applicable regulations.
12. Provide inputs to the Company website and internal communications based on project delivery and success / news stories
13. Support the Head of Programmes and other key personnel to oversee all operations, including but not limited to cash flow planning, property, security, logistics, procurement, work allocation and general office administration
14. Work with the operations and compliance team on implementing and monitoring refinements and improvements to our business processes aimed at streamlining activities and driving up performance and quality across projects.

Person specification

Essential

- 7 years' experience in international development or related field especially in the health sector.
- Qualified to degree level or equivalent level in international development, management or social sector.
- Proven experience in business development with an excellent track record of winning new business
- Experience of programme management, in particular within the donor environment
- Excellent commercial acumen
- Good familiarity with Microsoft Office and online management systems.
- Proven ability to operate in a team environment liaising with diverse teams.
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Experience of using own initiative, with a proactive and problem solving attitude.
- Available to travel within the East and Horn of Africa region and any other country as and when required.
- Available to travel to the UK as requested (usually 6 monthly).

Desirable

- Project management qualification
- Quality management qualification

Reporting and organisation

This is a Kenya based position reporting to the Head of Programmes and is based in Nairobi. It is a full-time permanent role. Regular in country and international travel will be required.

Salary and package

Indicative starting salary range:	KSH 280,000 – 380,000 gross per month
	Annual bonus
Holiday:	25 days per annum + public holidays
Pension:	6% employer contribution/ 6% employee contribution
Medical Cover:	Included

All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.

MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.