

# Business Development Officer

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Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Oct 07, 2024

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Employment Status : Full Time

Experience : Any

Salary : Based on WASSA salary's Scale

Gender : Any

Career Level : Any

Qualification :

### About Women's Activities & Social Services Association (WASSA):

Women Activities & Social Service Association (WASSA) established in 2002 in Afghanistan, as non-governmental organization, committed to seeking ways for women empowerment in Afghanistan. WASSA aims to promote women equal participation in socio-economic sectors of the country. WASSA works directly with communities in order to bring change in social attitude of the community regarding women.

An envision "Equal participation of women & men in all sectors of the country.

- **Equal Opportunities:** WASSA is dedicated to offering equal employment opportunities to all employees and qualified candidates, regardless of race, color, religion, gender, ethnicity, age, or disability.
- **Safeguarding and Conduct:** WASSA will contact previous employers to inquire about any history of sexual exploitation, abuse, or harassment during the candidate's employment, including incidents under investigation at the time the candidate left. Job offers are conditional on satisfactory reference checks. By applying, candidates confirm they understand and accept these procedures.
- **Final Selection:** The selected candidate must pass a background check and reference check. They will also be required to sign WASSA's Code of Conduct, PSEA (Prevention of Sexual Exploitation and Abuse), Safeguarding, and other relevant policies before receiving a final job offer/contract.

### Job Description:

- Develop a weekly plan and report
- Develop business plan for women entrepreneurs
- Develop training materials i.e. agenda, presentation, pre-test, post-test, attendance sheets, and transportation cost sheets
- Conduct the training related to VSLA development
- Identify training needs, and facilitate the groups to develop plans and goals for individual and group businesses
- Share related handouts and videos on business through the VSLA telegram/WhatsApp groups
- Prepare manual attendance sheet per month
- Assist VSLA officer in VSLA activities
- Develop and update the training schedules
- Share learning materials (videos, handouts, etc.) with BNFs via their WhatsApp groups
- Facilitate the payment of the training
- DoIC/DoEc quarterly report
- Collect, monitor feedback of BNFs for their business development
- Manage all business development processes and procedures.
- Ability to foster positive relationships with all individuals across the team
- Able to resolve problems offering effective solutions
- Demonstrate excellent speaking, writing, presentation and communication skills
- Poised to work under pressure with high energy and drive
- Self-starter with high degree of resourcefulness requiring minimal supervision
- Attention to detail
- Proficient with use of modern office technology
- Perform any other tasks assigned by the project manager

### Job Requirements:

- Bachelor's degree in Business Administration, Economics, Finance, or a related field. A Master's degree is preferred.
- At least 3-5 years of experience in business development, entrepreneurship, or economic empowerment projects, preferably in the context of women's empowerment.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Proficiency in digital tools and platforms, including e-commerce and social media.
- Fluency in Dari and Pashto; working knowledge of English is an asset.
- Strong organizational and project management skills, with attention to detail and the ability to meet deadlines.

### Submission Guideline:

- Interested qualified candidates should submit their information/request through this link (<https://airtable.com/appiAUigOZNwyfF2x/shr6ALSDIA4vuEnlr>).
- Academic certificates or references do not need to be submitted at this time. These will be requested if called for an interview.
- Only short-listed candidates will be invited for written tests and interviews upon project approve

### Submission Email:

<https://airtable.com/appiAUigOZNwyfF2x/shr6ALSDIA4vuEnlr>

**Education & Experience**

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At least 3-5 years of experience in business development, entrepreneurship, or economic empowerment projects, preferably in the context of women’s empowerment

**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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