

Vacancy Announcement: Business Development Officer

Who we are: Mekong Economics is a leading economic and socioeconomic development consulting firm active across the Greater Mekong sub-region and Asia-Pacific region, with a commitment to produce high-quality research products and consultancy services that meet international standards. MKE boasts a core of full-time economists and sources additional consultants from the company's network for major research projects and project management consultancies.

What we do: MKE has undertaken a large number of socio-economic case studies, policy research assignments, feasibility studies, evaluation and impact assessments, market research, country briefings, and household and enterprise surveys. MKE accomplishes more than 20 consulting projects every year throughout the Asia-Pacific region.

Our clients: MKE's key clients include Government Ministries, International Development Agencies, Non-Governmental Organizations and Private Sector Organizations.

Position Title: Business Development Officer
Location: Yangon
Duration: Fixed Term

Job Specification:

The Business Development Officer will report to and under the overall guidance of the Country Manager and Senior Business Development Officer.

Your responsibilities will include the following:

Bids - Proposals, expression of interests (EOIs), etc.

- Search for new business opportunities (proposals, EOIs, etc.) for MKE via websites, newspapers, existing clients, emails received, etc.
- Finding suitable local and international experts to include in MKE Bids.
- Assist in managing new opportunities including the preparation of tender documents for proposals and EOI (technical and financial/budget components).
- Coordinate inputs for new opportunities with PID staff, Country Manager, and the Hanoi BD team for methodologies, CVs, budgets, project data sheets, etc.
- Ensuring that all bids are managed properly, submitted within the deadline, and are as complete and accurate as possible, whilst also best reflecting the firm's services and abilities.
- Coordinate among the MKE team for clarification questions on the bid and on the progress of the bid.

Internal Resources

- Work to expand existing databases (consultants, enumerators, clients, etc.) by reaching out via LinkedIn, MIMU, emails, etc.
- Assist in reviewing and designing MKEM resource library (reports, web links, existing databases, etc.), and ensure consistency.

Client Relations

- Establish and build new relations with international and national organisations, including donors, partners, NGOs, etc.
- Reach out to potential, past and current clients regularly to build and maintain existing relations with them via emails, newsletters, etc.

Internal MKE Support

- Assist the project teams, if and when required, in recruitment (consultants and/or enumerators), coordination and logistics support, translation, etc.
- Assist the admin team, if and when required, in recruitment of MKE staff.
- Assist the Board of Management for any adhoc tasks.
- *Please note: If you are interested in sales, marketing products, developing other businesses, then this is not the role for you. MKE operates in the NGO and development sector, which means we grow our business primarily by responding to tenders and not through pro-active selling.*
- *The Business Development Officer role at MKE involves helping to prepare budgets for our short and long-term projects, helping to find the right expertise, liaising with consultants and clients, as well as our partner network in the country.*

Qualification and Requirements:

- A Bachelor's Degree in relevant discipline preferably business administration and business development or other related disciplines;
- At least one year work experience in a similar position (experience level: entry or experienced non-manager);
- Excellent oral and written skills in Myanmar and English;
- Strong interpersonal, coordination and communication skills;
- Ability to work with people from different backgrounds and cultures;
- High level of computer literacy (Word, Excel, PowerPoint, Gmail);
- Flexibility and ability to multitask under pressure, to ensure high quality bids are submitted within the given deadlines;
- Proven ability to work in teams and independently;
- Ability to work in a team and independently, with little to no supervision;
- Being based in Yangon or having the willingness to relocated to Yangon would be considered an advantage;
- Interest in and basic understanding of the development sector.

Application Procedure

Interested persons should send an application letter outlining interest and suitability for this position and a **full CV with motivation letter** and **expected salary with MMK**, no later than **31st March 2025** to info.myanmar@mekongeconomics.com.

Please note that the application will be considered on a rolling basis and only shortlisted candidates will be contacted for an interview and please clearly mention "Application to Business Development Officer Position" in the subject line.