

## **SHORT TERM CONSULTANT(STC) Business Development Analyst (Shared Services)**

### **Job Information**

**Short Term Consultant:** Business Development Analyst (Shared Services)

**Reports to:** Regional Representative – Abidjan

**Department:** Regional Office – Abidjan

**Section:** Business

**Direct Reports:** None

### **Job Purpose**

The Business Development Analyst (Shared Services) supports the Regional Office by coordinating business development activities, managing key administrative workflows, and enabling smooth internal and external communication. The role ensures the efficient functioning of the office, maintains accurate business development records, facilitates meetings and stakeholder engagement, and provides operational support that strengthens the effectiveness of the Regional Representative and Shared Services teams.

### **Key Responsibilities & Job Dimensions**

Business Development Support:

- Track, maintain, and update business development pipelines, leads, and client engagement records.
- Support the preparation of business development briefs, reports, presentations, and follow-up actions.
- Coordinate communication with clients, partners, government agencies, and other external stakeholders.
- Assist in scheduling and organizing business development meetings, including logistics and documentation.
- Maintain updated contact databases for partners, prospective clients, and stakeholders.

**Office Coordination & Administrative Support:**

- Provide administrative and logistical support to ensure smooth daily operations in the Regional Office.

- Organize and coordinate internal and external meetings (venue, materials, attendance, minutes).
- Manage office correspondence including receiving, logging, sending, and following up.
- Support guests and visitors with reception and assistance.
- Maintain systematic electronic and physical filing systems.

**Operations & Logistics Management:**

- Arrange travel itineraries, including visa support letters, hotel reservations, and transport.
- Manage and reconcile service provider invoices and follow-up with Headquarters.
- Monitor car usage logs and ensure correct billing from service providers.
- Coordinate office maintenance issues to avoid workflow interruptions.
- Maintain office supply inventory and ensure timely procurement.

**Communication & Front Office Management:**

- Receive incoming phone calls and direct them appropriately.
- Welcome and assist visitors professionally.
- Handle scanning, filing, transcription, and administrative tasks.

**Application Process**

Interested candidates should submit:

- A cover letter outlining suitability for the assignment.
- A detailed CV; and
- Three professional references.

Applications should be sent to [hr@shelterafrique.org](mailto:hr@shelterafrique.org) by 15th December 2025