



## **VACANCY ANNOUNCEMENT**

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

**Location:** Abidjan, Ivory Coast

**Contract Type:** Individual Consultant

Languages Required: English; French is an added advantage

**Expected Start Date:** Immediate

**Contract Duration:** 12 months (Renewable)

### **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.

#### **Academic and Experience Qualifications**

- ❖ **Experience:** Minimum of three (3) years of relevant experience in the financial sector, preferably in a Developmental Financial Institution (DFI).
- ❖ **Education:** Bachelor's degree in finance, Business Administration, or related field. A master's degree is an added advantage.

#### **Technical and Soft Skills:**

- ❖ Strong understanding of Development Finance Institutions and banking industries.
- ❖ Proven ability to manage client relationships and respond to client needs.
- ❖ Excellent analytical and problem-solving skills
- ❖ Effective communicator with strong stakeholder management abilities.
- ❖ Ability to work under pressure and manage multiple projects.

#### **How to Apply:**

Interested candidates should submit a detailed CV and cover letter to [hr@shelterafrique.org](mailto:hr@shelterafrique.org)

with the subject: **"Application – STC Business Development Analyst - Abidjan"** 31<sup>st</sup> January 2026



Shelter Afrique is an equal opportunity employer. Women and persons from diverse backgrounds are encouraged to apply.