

Job Description: Manager (Projects and Business Development)

Title	<ul style="list-style-type: none"> • Manager (Projects and Business Development)
Reporting Line & reviewing Officer:	<ul style="list-style-type: none"> • Chairman
Key responsibilities:	<ul style="list-style-type: none"> • Ensure that every project(including research projects and programs) is planned and executed to make sure timely completion <ul style="list-style-type: none"> ○ Work with relevant teams to formulate a plan for every project ○ Responsible for timely reviews of each project ○ Ensure that projects are completed within timelines ○ Establish project management template/s and train the staff to use it effectively • Mentor and coach team members wherever applicable • Establish metrics for non-research projects, research projects and programs in terms of customer expectations, media coverage and overall impact in terms of policy reform. • Continuous networking with potential donors and funders for various projects/research initiatives • Responsible for business development: create long term value for the organisation from customers, markets and relationships. • Lead proposal / grant writing in coordination with relevant teams • Prepare and identify strategies for engaging with media/public relations, branding and outreach strategies