

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

In Albania, Swisscontact carries out 'Skills for Jobs' (S4J), a project of the Swiss Agency for Development and Cooperation SDC.

S4J project commenced its (first) phase in October 2015 and ended it in April 2019. Since May 2019, the project has started its second phase until June 2023. For further information please visit: www.skillsforjobs.al.

To support us in the project activities we are looking for:

Business Relationship Manager

Employment start: November 2021

Contract duration: One year with extension possibility (3 months' probation period applies)

Place of work: Tirana based, Albania
Disposition for frequent travelling within the country

Job Role:

Business Relationship Manager conducts the preparation and implementation of the intervention line strategy. He/She ensures a continuous update of the intervention strategy to adapt it to school providers' changing needs for cooperation with businesses. Will have a direct reporting line to Skills for Job Project Manager.

Tasks

- Prepares intervention line strategy clearly outlining the intervention concepts, business models and implementation partners.
- Responsible for creating and implementing new instruments for facilitating businesses-providers cooperation, as well as, for adapting current instruments to the school providers' changing needs.
- Responsible for establishing business networks and multi stakeholders' platforms in the regions where the project operates.
- Responsible for developing sponsorship strategy in cooperation with partner providers.
- Develops concept notes and Terms of References for Intervention Line business cases, including deliverables plan/timeframe.
- Identifies and contributes to the selection of the potential implementation partners.
- Engages in the negotiation process and prepares partnership agreements with implementation partners.
- Responsible for the continuous performance assessment of the implementation partners and for following continuously their progress towards the achievement of the pre-defined results.

- Coordinates intervention activities and daily operational tasks of and within the Intervention Line.
- Provides intervention line-related inputs to monthly-report and progress meetings with regard to the accomplished activities of the intervention line;
- Contributes to activities of other intervention lines when interlinkages occur.
- Liaises with the relevant government and non-governmental institutions, civil sector actors, previous and current projects working in the area, private sector partners and with other key stakeholders, within the intervention line.

Requirements

- Ideal candidate must be self-motivated with a proven track record of achieving targets and client's achievement in the private sector.
- Must be comfortable in the dynamic atmosphere of a young project with a rapidly expanding business network base and evolving results.
- Must possess strong presentation skills and be able to communicate professionally.
- Organized and analytical, able to eliminate sales obstacles through creative and adaptive approaches.
- Bachelor's Degree in Business, International Development, or related discipline
- 5+ years customer B D/sales experience across the Private Sector and demonstrated initiative and consistent goal attainment are required.
- Solid experience in opportunity qualification, pre-call/meeting planning, account development, and time management.
- Previous experience with donor organizations (Government, multi-national, foundations), project implementers, system integrators/consultants are considered a plus
- Professional, with extremely strong interpersonal, written, and verbal communication skills including the ability to effectively present concepts and ideas to groups of people.
- Substantial analytical, technical aptitude and problem-solving skills. Ability to organize and handle multiple assignments/accounts.
- Proactive in following through with deadlines and ability to prioritize, trouble shoot, and problem solver.
- Very good English and excellent Albanian.

- Excellent organization and time management skills. Must be able to work successfully in a fast-paced environment
- Ability to work individually and as part of a team.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

Interested candidates are encouraged to apply **in Attn to Mrs. Martiri within 15 October 2021, 16:00 hr** to al.info@swisscontact.org with:

- Curriculum Vitae including at least 2 referees contacts.
- A Cover Letter - expressing the motivation to apply for this job.

Male candidates are highly encouraged to apply.

Only shortlisted candidates will be contacted and invited for an interview. Swisscontact reserves the right to consider only such applications which are completely suitable with the requirements for the position. Your application will be considered with confidentiality in respect of law no. 9887 date 10.03.2008 'For Personal Data Protection'.