



LVCT Health is an established Kenyan NGO that utilizes research to inform policy reform advocacy and strengthen HIV service delivery. We optimize our impact on the HIV/AIDS response by building capacity of partners and pay special attention to vulnerable groups and populations with special needs.

We are looking for well-qualified and motivated individuals to fill the following vacant positions:

<p>POSITION: TRAINING & BUSINESS DEVELOPMENT COORDINATOR -BD/LVCT/02/2018 REPORTING TO: BUSINESS DEVELOPMENT MANAGER LOCATION: NAIROBI</p>
--

JOB PURPOSE

LVCT Health has a Training Institute which is registered by the Ministry of Higher Education, Science and Technology. The Training Institute is accredited by; NASCOP to offer HIV related courses and by Kenya Counselling and Psychological Organization for counselling training programmes. The Institute is also registered as an examination centre for the Kenya National Examination Council with an approved KIE curriculum. This arm of business also coordinates workplace wellness services and manages consultancies in relevant areas.

The incumbent will be responsible for coordinating and marketing LVCT training institute self-sponsored trainings, consultancies and Workplace Wellness (WEMA KAZINI) services.

KEY ROLES AND RESPONSIBILITIES

1. To generate revenue through Trainings, consultancy and Work Place Wellness (WEMA Kazini) services

- Achieving set sales targets and revenue from the revenue streams which include consultancies, trainings and workplace wellness services
- Coordinate and implement trainings and consultancy services
- Coordinate and deliver workplace wellness (WEMA Kazini) services
- Managing the entire sales cycle from finding a client to securing business
- Unearthing new sales opportunities through networking and turn them into long term partnerships
- Writing concept notes and proposals to potential clientele
- Offer technical expertise in the development and review of Business Development marketing materials (IEC materials) and in curriculums

- Carry out business to business engagements
- Lead generation by carrying out marketing activations
- Participate in stakeholder forums and partner collaboration forums and identify business opportunities
- Making cold calls or reaching out to prospects
- Presenting and demonstrating the value propositions to prospective buyers
- Developing sales strategies and setting quotas.
- Manage recruitment and selection of participants for all the trainings
- Develop and maintain ties with the LVCT alumni and other stakeholders

2. Coordinate all LVCT Health related contractual obligations in trainings and curriculum development/review

- Work with program teams to identify contractual training requirements feeding into business development work plan
- Deliver on contractual trainings and sensitizations as per the SOPs
- Support in curriculum review of the contractual trainings

3. To strengthen the Business Development systems for provision of quality services that meets market demand

- Creating detailed business plans to facilitate the attainment of goals and quotas
- Maintaining a database of clients and prospects contact information.
- Building long-lasting, mutually beneficial relationships with external contacts and internal departments to create a better customer experience.
- Handling complaints and negotiations.
- Ensure all trainings and WEMA Kazini services are implemented as per the standard operating procedures
- Periodically develop and review annual academic calendar
- Ensuring all relevant documentation is done for business engagements as per organizational standards
- Manage BD data and M&E requirements; submit monthly, quarterly and annual data submission to BD manager
- Review and conduct assessment of services offered to inform continuous quality improvement

REQUIREMENTS

- A Bachelor's degree in Marketing, Social Sciences or a Business field
- Minimum 3 years' experience in business development in a service industry/NGO
- A Certified trainer/TOT in health related courses, preferably HTS
- Ability to build, consolidate and strengthen partnerships for business

- Have a business acumen and passion
- Good communication, report writing, presentation and training skills
- Computer literacy

Further details can be obtained from our website: www.lvcthealth.org

Interested and qualified candidates are invited to submit their applications and CV along with a cover letter expressing interest and indicating **Salary history** and **expectations** to recruitment@lvcthealth.org . The position applied for and reference number and desired location should be clearly indicated on the subject line and cover letter.

LVCT Health is an equal opportunity employer