



## VACANCY ADVERTISEMENT – TRAINING & BUSINESS DEVELOPMENT OFFICER

### THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY ACCREDITATION SERVICE

The Southern African Development Community Accreditation Service (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers Trade (TBT) Annex to the SADC Protocol on Trade with the primary purpose of ensuring that conformity assessment service providers operating in those SADC Member States which do not have national accreditation bodies are subject to an oversight by an authoritative body. SADCAS services the accreditation needs of 14 SADC MS namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Eswatini; Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Tanzania; Zambia; and Zimbabwe. SADCAS plays a key role toward the achievement of SADC goals in trade facilitation and in the protection of health, safety and the environment.

**Position currently on offer is tenable in Gaborone, Botswana.**

Training & Business Development Officer - reports to the Quality Manager

#### MAIN PURPOSE OF THE JOB

- To coordinate the marketing and administration relating to external training services.
- To identify and develop new business opportunities to increase revenue and profitability for the company.

#### KEY RESPONSIBILITIES

- Conduct market research to identify potential clients and new market trends
- Analyze the industry to identify gaps and opportunities for growth
- Development and Implementation of the SADCAS Marketing plan
- Working with executives to implement marketing strategies and new opportunities
- Marketing of the SADCAS services
- Ensuring that the company meets revenue targets
- Customer acquisition/retention
- Coordinate and manage the training calendar
- Coordinate all training administrative activities
- Preparing training materials for the courses
- Filing and maintenance of training records
- Follow up on trainer contracts and payments
- Stakeholder Engagement

#### REQUIRED COMPETENCIES

- Departmental Budgeting
- Travel Arrangements
- Compliance with regulatory requirements in Member States
- Business Development
- Marketing
- Monitoring and reporting
- Computer literacy – MS Office (Word, Excel Power point), Teams, ZOOM, SharePoint, OneDrive

#### REQUIRED SKILLS

- Exceptional communication/organizational skills
- Strong negotiation skills
- Integrity
- Team player
- Conceptual thinking/creativity/innovation
- Flexibility/adaptability
- Good administrative skills
- Coordination and planning skills
- Time Management
- Lateral thinking, assertive and innovative

#### QUALIFICATION & EXPERIENCE

- Degree in Business Management/Marketing/Sales/Quality Management or equivalent
- Professional qualification in Strategy/Business Development/Marketing will be an added advantage
- A minimum of 3 years' post-qualification experience in a training environment, and/or business development role
- Demonstrated ability to achieve targets.

#### REMUNERATION

SADCAS offers a competitive and attractive remuneration package to the most suitable candidate. The position is offered on a **five (5) year fixed term contract**.

#### REQUIRED DOCUMENTS

A Curriculum Vitae (maximum 3 Pages), names of three referees and certified copies of certificates should accompany the application.

#### HOW TO APPLY

Interested and suitably qualified candidates who are up for the challenge are encouraged to email their application to [recruitment@sadcas.org](mailto:recruitment@sadcas.org) or visit [www.sadcas.org](http://www.sadcas.org) to access the advertisement.

**CLOSING DATE: 31 JULY 2025**

**CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY**