

CARIBBEAN EXAMINATIONS COUNCIL

JOB DESCRIPTION

Job Identification	
Job Title:	Business Development Officer (Assistant Registrar)
Division/Unit:	Corporate Services
Location:	Eastern Zone Office/Headquarters, Barbados
Reports to:	Director of Corporate Services
Supervises:	Senior Secretary
Issue Date:	October 2004
Date Revised:	13 February 2015
Job Summary	
Assist in seeking business opportunities and coordinating the development and provision of new products and services provided by the Council	
Key Duties and Responsibilities	
<ol style="list-style-type: none">1. Seek business opportunities and be pro-active in generating new business2. Contribute to the development and implementation of CXC Business Plans3. Undertake the development of business cases for new products and services provided by CXC4. Prepare project proposals and facilitate the implementation of projects undertaken by CXC5. Liaise with designated ministries, institutions and agencies on their collaboration programs with CXC and provide focal point support for optimizing CXC's engagement6. Carry out statistical surveys and market analyses to support the business development activities of the organisation7. Prepare technical papers and other reports on the business development portfolio for Council and other relevant bodies8. Any other duties assigned from time to time by any duly authorized person	

Required Activities

1. Seek business opportunities and be pro-active in generating new business

- 1.1 Assist in the identification of potential business opportunities and conduct business case evaluations of these opportunities
- 1.2 Engage and evaluate potential partners and recommend appropriate action with respect to their potential for business partnerships

2. Contribute to the development and implementation of CXC's Strategic and Business Plans

- 2.1 Undertake research, gather and analyze relevant information required for the strategic and business plan development process
- 2.2 Synthesize data collected to extract appropriate insights for plan elucidation
- 2.3 Contribute to the writing, communication and monitoring of the plan

3. Undertake the development of business cases for new products and services provided by CXC

- 3.1 Solicit and analyze ideas for new products and services
- 3.2 Work with relevant departments to spec new products and services
- 3.3 Develop business case analyses for proposed products and services with recommendations for decision making

4. Prepare project proposals and facilitate the implementation of projects undertaken by CXC

- 4.1 Extract from the Strategic and Business Plan, specific project ideas for donor funding; identify potential donors and prepare proposals for submission
- 4.2 Conduct ongoing research and monitoring of funding opportunities for areas of strategic priority or business interest to CXC
- 4.2 Support the realization of agreed funding targets by assisting with the submission of the proposal to the potential donor(s) and with preparation for the implementation of funded projects

5. Liaise with designated ministries, institutions and agencies on their collaboration programs with CXC and provide focal point support for optimizing CXC's engagement

- 5.1 Conduct of the assessments and due diligence requirements of the Strategic Partnership Framework to determine the strategic fit of potential partners

Required Activities Continued

5.2 Preparation of draft MOUs and partnership agreement instruments to govern the relationship between CXC and collaborating partners

5.3 Assist with the implementation, maintenance and evaluation of strategic partnerships

6. Carry out statistical surveys and market analyses to support the work of the CXC

6.1 Undertake research to gather market, competitor and stakeholder intelligence to ensure competitive parity

6.2 Undertake competitive analysis of CXC's products and services to understand strengths, weaknesses, opportunities and threats that can be capitalized on and mitigated against

6.3 Assist with the maintenance of the mechanism for ongoing market scanning and intelligence utilization to retain CXC's competitive positioning

6.4 Assist with the development, implementation and monitoring of regional marketing strategies to ensure visibility and growth of the Council's products and services.

7. Prepare technical papers and other reports for Council and other relevant bodies on matters related to the Unit

7.1 Collate, analyze and draft reports on the performance of the Council's business portfolio for management reporting

7.3 Conduct research and collection of data for market entry strategies, strategic partnerships and portfolio expansion or rationalization

8. Any other duties assigned from time to time by any duly authorized person

Organisational Relationships

- Interacts frequently with Senior Management and Heads of Division
- Liaises with all staff at all levels

External Contacts

- Officials of the Ministries of Education in participating territories
- Representatives of multilateral, international and development partner organisations
- Officials of Regional governments and organisations
- Representatives of the international, regional and national corporate business sectors
- Members of Council and its Sub-Committees

Qualifications and Experience

- A Masters degree in Business Management or Business Administration with courses in Education/Social Sciences
- Sound knowledge of education developments regionally and internationally
- Experience in business development, marketing and market research
- Experience in project planning, management and evaluation
- Experience in the development of strategic business plans

Skill Requirement

- Ability to prepare project proposals and technical reports
- Ability to prepare and utilize business analytics
- Ability to coordinate and undertake surveys and research to support the work of the Business Development Unit
- Excellent communication skills; strong report writing competencies
- Proficiency in the use of relevant computer applications
- Must be detail-oriented with highly developed organisational, interpersonal and communication skills

STAFF MEMBER: _____
SIGNATURE DATE

SUPERVISOR: _____
SIGNATURE DATE