



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>NISIT</i>	SYS. POSN. NO: <i>1530000016</i>	REF. NO: <i>NISITCOP.016</i>	
OFFICE:	DESIGNATION/CLASSIFICATION: <i>Senior Business Development Officer, Grade 10</i>		
DIVISION: <i>Corporate Services</i>	LOCAL DESIGNATION: <i>Senior Business Development Officer, Human Resources & Administration</i>		
	DIRECT REPORTS: <i>Marketing Officer</i>	REF. NO: <i>NISITCOP.024</i>	
BRANCH: <i>Human Resources & Administration</i>	REPORTING TO: <i>Manager – HR & Admin</i>	SYS. POS. NO: <i>NISIT COP.013</i>	REF. NO:
SECTION: <i>HR & Admin</i>	LOCATION: <i>Post Office Building, Level – 1, Boroko, NCD</i>		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>IMP 6-1-NISIT</i>	<i>01.03.2017</i>	<i>Create</i>

1. General Purpose

The Senior Business Development Officer is responsible for identifying, developing, and managing strategic business opportunities to enhance NISIT's revenue generation, partnerships, and market presence. The role focuses on developing initiatives that promote NISIT's services, expand its client base, and support its mandate through sustainable business strategies and stakeholder engagement.

2. Main Roles and Responsibilities

The Senior Business Development Officer will:

- Be responsible for the development and implementation of business development strategies in line with NISIT's strategic plan.
- Be responsible for Identifying and assessing potential markets, clients, and opportunities for NISIT's products and services.
- Initiate and maintain partnerships with government agencies, industry stakeholders, and private sector organizations.
- Be responsible for the preparation of business proposals and project plans for new initiatives.
- Monitor market trends, competitor activities, and industry developments to inform strategic decisions.

- Develop pricing strategies for services and programs in consultation with relevant Divisions.
- Coordinate promotional activities, including workshops, seminars, and trade shows, to market NISIT's capabilities.
- Manage contracts and agreements related to business development initiatives.
- Ensure compliance with NISIT's policies, government regulations, and industry standards in all business dealings.
- Prepare periodic business development reports and present to management on performance against targets.
- Provide mentoring and guidance to junior staff

3. Qualification and Experience

- Bachelor's Degree in Business, Commerce, or a related field.
- Minimum of **5 years** relevant experience in business development, marketing, or corporate relations, with at least 2 years in a senior or supervisory role.
- Experience in government, regulatory, or corporate sectors preferred.
- Demonstrated track record in generating new business, securing partnerships, and managing client relationships.

4. Knowledge

- Strong understanding of business development principles, marketing strategies, and client relationship management.
- Knowledge of PNG's business environment, industry sectors, and economic landscape.
- Familiarity with NISIT's mandate, products, and services.
- Understanding of contract negotiation, tender processes, and proposal writing.
- Knowledge of project management and financial planning.

5. Key Competencies

- Excellent communication, negotiation, and presentation skills.
- Strategic thinking and business planning abilities.
- Strong networking and relationship-building skills.
- Analytical and problem-solving capabilities.
- Proficiency in Microsoft Office Suite and business development tools.
- Ability to work under pressure and meet deadlines.

6. Positive Attitudes

- Professionalism, integrity, and ethical conduct in all dealings.
- Proactive, innovative, and results-driven mindset.
- Commitment to NISIT's mission and values.
- Flexibility to adapt to changing market and organizational needs.
- Team-oriented approach with willingness to share knowledge.
- Respect for cultural diversity and inclusivity.

7. Performance Criteria

Performance will be measured based on:

- Achievement of business development targets and objectives.
- Quality and success rate of proposals and projects initiated.
- Growth in client base and revenue generation.
- Strength and sustainability of partnerships established.
- Timeliness and accuracy of business development reports.
- Positive stakeholder feedback and satisfaction.

8. The Organization Relationship

- **Reports to:** Manager HR & Admin– Corporate Services Division
- **Supervises:**
- **Liases with:** All NISIT Divisions, government agencies, industry stakeholders, development partners, and private sector organizations.
- **External Relationships:** Clients, partners, contractors, donors, and other organizations relevant to NISIT's business development activities.