

JOB DESCRIPTION

Title: Business Development Manager

Reporting To: Head of Operations

Location: Nairobi

OVERALL PURPOSE

The job holder is responsible for handling external business and design strategies that expands clients' acquisition and pension market penetration.

The role will also oversee product development, customer acquisition for scheme administration services, tender preparation, periodic administration reports and claims management in respect to external business with view to expanding the group's market share.

CORE DUTIES AND RESPONSIBILITIES

1. Identify and develop scheme administration products and services in order to diversify revenue streams.
2. Formulate and contribute to the development and delivery of successful strategy execution of client acquisition, marketing Scheme administration business in line with the group's strategic goals Claims management in respect to external business.
3. Develop guidelines for sale and administration of income drawdowns/annuities.
4. Develop and implement a framework for pension/Scheme administration client coverage.
5. Collaborate with sales team to ensure that products and services are responsive to client needs.

	<ol style="list-style-type: none"> 6. Collaborate with marketing and other departments in the group to develop market research for pension/Scheme administration business. 7. Develop a strong understanding of customers and market dynamics. 8. Networking in industry associations to gain insights for the pension business. 9. Develop and present periodic admin reports 10. Adhere to internal and external risk and compliance standards. 11. Preparing proposals to respond to formal Requests for Proposals (RFPs) for fund management services and corporate pension plans. 12. Tender preparation and submission. 13. Client relationship management. 14. Presentations to the clients on scheme administration, products and services.
<p>ACADEMIC QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Bachelor's Degree from a recognized University
<p>PROFESSIONAL QUALIFICATIONS</p>	<ol style="list-style-type: none"> 1. Pension Administration 2. Sales & Marketing
<p>SKILLS/COMPETENCIES</p>	<ol style="list-style-type: none"> 1. Knowledge and applied professional understanding of the principles and practices of investments and pension funds 2. Familiar with the current Retirement Benefits Regulations 3. Have knowledge and experience in the procedures for setting up Retirement Benefits Schemes 4. Knowledge of good practice in operations and related activities including risk and governance frameworks. 5. Network leverage: have existing networks with potential clients/Professional bodies/clubs and

demonstrate the ability to convert these networks to formal engagements.

6. Management and negotiation skills with the ability to network, generate new business and develop strong business relations.
7. Well-developed time management and organization skills deliver results in a demanding environment.
8. Good communication and interpersonal skills
9. Analytical Skills
10. People Development
11. Project Management skills