

## Job Vacancy

### Business Development Officer

#### Organization profile and background:

#### Welthungerhilfe (WHH) Liberia

Liberia's fertile land, forests, and long coastline offer strong potential for across agriculture, fisheries, and forestry. Its young population provides opportunities in entrepreneurship, innovation, and skills development in diverse sectors. While low productivity, poor infrastructure, and weak value chains remain challenges, there are clear opportunities to enhance food security, improve nutrition, and promote inclusive growth.

WHH Liberia has been supporting vulnerable rural and peri-urban communities through inclusive food security, nutrition interventions, climate-smart agriculture, advocacy, economic development initiatives, natural resources management and key infrastructure projects to sustainably improve livelihoods and strengthen food and nutrition security. Our vision is a country where all communities are food secure, free from hunger, malnutrition, and multidimensional poverty, resilient, socio-economically empowered, and managing natural resources sustainably in the face of a changing climate. With support from EU, BMZ, KfW, FCDO, IKI and in collaboration with Liberia's key government ministries, we have enhanced living conditions in Liberia by connecting communities to social and economic infrastructure, improving market access, manage local resources sustainably and transforming local food systems.

WHH Liberia is committed to strengthening resource mobilization, developing strategic partnerships, advancing advocacy, and increasing the visibility of its work to achieve sustainable programme impact. To strengthen the implementation of WHH's fundraising strategy and ensure systematic donor prospecting, WHH seeks to recruit a Business Development Officer to provide technical and administrative support to the Business Development Manager and the broader programme team.

**Duration** Initially 6 months

**Location:** Based in Monrovia

**Reporting To** **Technically and Administratively-** Business Development Manager (BDM)

#### Objective

The Business Development Officer will support the WHH Liberia Country Office in executing its fundraising agenda. The role will focus on donor prospecting and mapping, opportunity tracking, support proposal development, coordinate feasibility studies to inform proposal design, advocacy to attract donor interest, and coordination of internal processes to ensure timely, high-quality proposal submissions and effective relationship management. Furthermore, the role will support fundraising initiatives aimed at advancing the regional strategy for Liberia and Sierra Leone, contributing to resource mobilization efforts and partnership development for both countries.

Additionally, the role will provide quality assurance support by reviewing all BMZ reports prior to submission, ensuring accuracy, consistency, and compliance with donor requirements.

<b>Duties and Responsibilities:</b>	<p><b>Key Responsibilities</b></p> <p><b>A. Support with Donor Mapping and tracking</b></p> <ol style="list-style-type: none"> <li>1. Track, compile, and analyze information on potential donors, upcoming calls, and partnership opportunities.</li> <li>2. Maintain a database of ongoing and pipeline funding opportunities.</li> <li>3. Prepare and maintain templates, checklists, and documentation for proposal development.</li> </ol> <p><b>B. Proposal Coordination Support</b></p> <ol style="list-style-type: none"> <li>1. Support the organization of proposal design workshops and coordination meetings.</li> <li>2. Assist in compiling partner inputs, CVs, and annexes required for proposal submissions.</li> <li>3. Support budget and narrative harmonization during proposal preparation.</li> <li>4. Follow up on timelines and submission schedules to ensure on-time delivery.</li> </ol> <p><b>C. Knowledge Management and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Maintain an organized and up-to-date repository of all proposal files, concept notes, templates, and related reference materials to ensure easy access, version control, and institutional memory.</li> <li>2. Regularly update and archive finalized proposals and supporting documents in line with WHH's data management and documentation protocols.</li> <li>3. Ensure proper labeling, filing, and backup of all proposal materials to facilitate efficient knowledge sharing</li> </ol> <p><b>D. Support feasibility assessments to inform Project Design</b></p> <ol style="list-style-type: none"> <li>1. Support the MEAL Manager in conducting feasibility assessments to inform new project design ensuring that design decisions are evidence-based and contextually appropriate.</li> <li>2. Contributes to data collection, analysis, and synthesis of key findings to assess the technical, financial, and operational viability of project concepts.</li> <li>3. Ensure that feasibility assessment outcomes are well-documented and shared with the proposal development lead, to enhance proposal quality.</li> </ol> <p><b>E. Technical Review of BMZ Reports</b></p> <ol style="list-style-type: none"> <li>1. Support the quality review and technical validation of all BMZ reports prior to submission, ensuring accuracy, consistency, and compliance with BMZ reporting standards</li> <li>2. Conduct thorough quality checks to verify data integrity, clarity of analysis, and alignment with project objectives and results frameworks.</li> </ol> <p><b>F. Support Implementation of Project Cycle Management (PCM) Standard</b></p> <ol style="list-style-type: none"> <li>1. As the country office roles out the PCM standard, the junior expert to support the role out of the PCM across all phases of the project cycle, from identification and design to implementation, monitoring, evaluation, and closure.</li> <li>2. Support MEAL manager in guiding project teams in applying WHH's Project PCM standards, tools, and guidelines to ensure quality, accountability, and compliance.</li> </ol> <p><b>Any other responsibilities as assigned by the Business Development Manager</b></p>
	<p><b>Education</b></p> <p>Bachelor's Degree, master's degree from an accredited Academic institution preferred</p>

<b>Professional Experience</b>	<ol style="list-style-type: none"> <li>1. Minimum of 2 years' experience with a reputable INGO, UN agency</li> <li>2. Willingness to work in rural (rough terrain) communities with basic amenities</li> <li>3. Excellent writing skills and communication skills</li> <li>4. Ability to multitask and deal with stressful situations and tight timelines</li> </ol>
<b>Personal Skills</b>	<ol style="list-style-type: none"> <li>1. Proven team player</li> <li>2. Ability to plan and be strategic</li> <li>3. Ability to take initiative and work independently</li> <li>4. Ability to approach challenges with flexibility and a positive attitude.</li> </ol>
<b>How to Apply</b>	<p>Please send application package; <u>one-page Motivation LETTER</u> and a maximum of 2 pages <u>CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to: <a href="mailto:recruitment.Liberia@welthungerhilfe.de">recruitment.Liberia@welthungerhilfe.de</a>  Subject Line: Application for the position of <b>2602- Business Development Officer</b></p> <p>Welthungerhilfe is an equal opportunities employer, therefore <b>qualified females</b> are encouraged to apply.</p>
<b>Closing Date</b>	March 9, 2026