



TERMS OF REFERENCE

BUSINESS DEVELOPMENT ADVISOR

Background

UNIQUE is a leading consulting firm for sustainable natural resource management, with a specific focus on forestry, agriculture and climate change. Since establishment in 1998, we have carried out over 550 projects in more than 60 countries. UNIQUE's headquarter is located in Freiburg, in the Southwest of Germany. We have offices in Uganda, Paraguay, Vietnam and Kyrgyzstan. Our team consists of forestry and agricultural engineers, economists and political scientists. With more than 50 permanent staff members, we have a large and diverse team of experts. This allows us to deliver high quality consultancies in different fields of relevance for the land use sector.

For our Unit "Business Development and Quality Assurance" we seek to employ a Business Development Advisor. This unit is responsible for: (i) strategic international and national business development; (ii) acquisition of large-scale projects; (iii) quality management of large-scale projects; and (iv) strategic human resource management. The Business Development Advisor will particularly focus on acquisition and management of large-scale projects. He/she should have relevant experience in an international work environment. Excellent coordination, management, communication and writing skills are expected. The candidate should be experienced in quality assurance of internal processes and standards, since UNIQUE has the reputation of delivering high quality products in a timely manner. Further he/she should be proficient in German and English, fluency in French and/or Spanish would be an asset.

Tasks and responsibilities

The Business Development Advisor will have the following major responsibilities and tasks:

1. Lead, coordinate and quality check of acquisitions of large-scale projects in close collaboration with our technical departments.
2. Quality management of UNIQUE's large-scale projects in coordination with our technical departments and administration.
3. Advise the Unit Management on strategic business development.
4. Introduce and adapt processes, standards and instruments aimed at efficient and high quality acquisition and project management.
5. Strengthen networks with clients and partners.

Required qualifications and expertise

The successful candidate should have the following expertise and qualification:

1. Master's degree in the arts, economics, social or natural science
2. Minimum of 5 years of professional experience in an international work environment (e.g. in a consulting firm, bilateral or multilateral development agency, NGO)
3. Experience in acquisition of large-scale international projects (preferably with a financial volume of more than 500,000 Euro).
4. Experience in management or backstopping of large-scale international projects.
5. Outstanding coordination, communication and writing skills.
6. Experience in strategic business development would be a plus.
7. Proficiency in German and English is essential (proficiency in French and/or Spanish would be a plus).
8. Willingness to travel to UNIQUE's project countries (up to 20 days/year).

We offer a position in a strong and dynamic team, working on an exciting project portfolio with leading public and private institutions. UNIQUE's working atmosphere is outstanding and flexible with flat hierarchies. Our salary and benefits package is competitive.

Please send your application (CV and motivation letter) to Mr. Johannes Woelcke:
johannes.woelcke@unique-landuse.de

The position is supposed to be filled as soon as possible.