



BUSINESS DEVELOPMENT UNIT MANAGER - Monitoring & Evaluation and Result Based Management

Workplace: Gatineau (Canada) or remote, preferably on a time zone between UTC-7 and UTC-3

Type of contract: employee or self-employed

Status: Full-time

Work schedule: 38h per week, Monday to Friday

Remuneration: between 67,000 and 80,000 CAD gross annual (for an employee contract) and between 216 and 260 USD per day (for a self-employed contract), depending on the experience

Benefits: annual bonus based on individual performance, and for an employee, 50% coverage of the group health insurance, 3 days' teleworking per week and international teleworking policy

Start date: as soon as possible

WELCOME TO BAASTEL!

Groupe-conseil baastel (Baastel) is a consulting firm providing cutting-edge services in the field of international development. Founded in 1989, Baastel's mission is to contribute to sustainable human development. This contribution aims at the success and reinforcement of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

ROLE OF THE BUSINESS DEVELOPMENT UNIT MANAGER

Under the supervision of the Director of Business Development, the Business Development Unit Manager actively participates in the growth of the company's activities by responding to calls for tender and ensuring the administrative management of various mandates. The development of business opportunities worldwide is at the heart of his/her daily work, and he/she must build relationships of trust with Baastel's partners and customers. The Business Development Unit Manager is also responsible for building strong teams of experts, keeping abreast of new industry trends, and supporting team leaders in the administrative management of mandates.

In more detail, she/he is responsible for :

- Researching business opportunities and developing commercial proposals;
- Lead the identification of potential markets, partnerships and strategic opportunities;

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- Project and information management (contracts, invoicing, budget tracking, etc.);
- Maintain harmonious relations with customers, consultants and development team;
- Participate in working committees to optimize corporate development;
- Manage the team of M&E and RBM Business Development Officers.

QUALIFICATIONS REQUIRED

- Master's degree in management, business, administration, or a related field;
- 5 years' relevant business development and proposal writing experience, ideally in international development or in a relevant field;
- Interest for monitoring and evaluation and results-based management – experience in one of these areas is a plus but not a requirement.

CORE COMPETENCIES

- Excellent oral and written communication skills in English (high-level English writing and reviewing skills essential);
- Good oral and written communication skills in Spanish as a second language will be considered an asset;
- Passive understanding of French as a minimum (any higher level is an asset);
- Proficiency in Office Suite software (Word formatting essential) ;
- Ability to balance workloads and prioritize requests to meet deadlines;
- Great attention to detail;
- Autonomy and initiative.

JOIN THE TEAM!

Send us your CV and cover letter to recrutement@baastel.com. Please clearly indicate the job title in the subject line of your message.

We sincerely thank all applicants for their interest! Those selected for further consideration will be contacted on a priority basis.