

## **Company profile:**

IC Net Limited is a multidisciplinary consulting firm committed to helping people stand on their own feet by offering solutions in Rural and Urban Infrastructure Development, Public Sector Governance, Monitoring and Evaluation, Environment, Fisheries, Health, Education, and Training. IC Net is ISO27001-certified and is committed to quality, IT security, and transparency. Since its founding in 1993, IC Net has completed more than 400 projects and carried out short-term technical services throughout the developing world. At any moment, IC Net's experts carry out more than 25 projects around the world. Our clients include Japan International Cooperation Agency (JICA), Ministry of Foreign Affairs, Ministry of Economy, Trade and Industry, the World Bank, the Asian Development Bank, and UN organizations. Currently IC Net employs around 150 professionals and core administrative staff at the headquarters, and several locally-employed project staff members.

## **Opportunity**

IC Net Limited seeks a qualified Business Development Specialist to work on the Latin American and the Caribbean (LAC) portfolio. The Specialist is responsible for supporting the early reconnaissance, strategy development and proposal drafting activities that are vital to the business. This position works directly with the leadership of IC Net to ensure that IC Net wins new work and retain existing business in the international development industry.

This position offers ample growth within the company; there are career paths to a more technical specialization, as well as a more managerial specialization. Telecommuting is offered for all employees, with a weekly face to face meeting held at our Farragut North office in downtown D.C. This position will required trips to the LAC, Japan and other developing countries.

## **Key Roles and Responsibilities**

- **Early Reconnaissance:** research on the types of projects implemented in the country, the country development strategy, areas where the Japanese and the multilateral banks work together. Assist in conducting business trips to the countries where those projects are to be implemented in order to collect information for bidding those projects; meet with clients in the DC area and in the field. Search for suitable international and national consultants or consulting firms and NGOs.
- **Bidding stage:** provide technical and editorial inputs to the preparation of bidding documents for development projects, including assisting in the drafting of Expression of Interests and technical and financial proposals.

## **Preferred Skills / Prerequisites**

- Demonstrated experience in all aspects of business development, especially in proposal writing and editing.

- Strong management skills, particularly in planning, scheduling, and managing multiple tasks and people working under tight deadlines.
- Superb command of Japanese and English (including reading and writing). Spanish would be a plus.
- Demonstrated ability to work in a fast paced, ever changing, start-up environment.
- Strong management skills, particularly in planning, scheduling, and managing multiple tasks and working under tight deadlines.
- Willingness to learn new skills and embrace a team-first culture.
- Interest in international affairs a must.
- Knowledge of MS products such as Word, Excel, Power Point, etc. Programming languages a plus.

### **Minimum Qualifications**

- Bachelor degree with 5-7 years of experience OR the equivalent combination of education and experience.