

TERMS OF REFERENCE

PHILIPPINE CENTER FOR ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT, INC.

Position: **Junior Business Development and Communication
Officer**
Assigned Department: **PCEPSDI Programs and Projects**
Location: 3F Asian Pacific Center, 26 Harvard Street, Cubao, Quezon City

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Background

Philippine Center for Environmental Protection and Sustainable Development Inc. (PCEPSDI) is a non-government organization that promotes the preservation and conservation of the environment through initiatives and programs on environmental education, advocacy and research, ecological governance and development works encouraging public participation towards a sustainable society.

The organization envisions a sustainable society characterized by ecologically aware people, a healthy environment, and progressive economy. PCEPSDI's area of work is on sustainable consumption and production including circular economy. Its programs on environment and sustainability are on its expansion stage to cover select industries and business sectors such as developmental works for international organizations and cooperations, government policies and programs, innovative businesses for manufacturing and service industries, and other multi sectoral environmental conservation and sustainability projects.

Correspondingly, PCEPSDI is in need of dynamic and hardworking individuals that will occupy the position of Junior Business Development Officer to support the Management in the preparation of potential growth opportunities.

The position will assist the Management in defining long-term organizational strategic goals, builds key customer relationships, identifies business opportunities, maintains extensive knowledge of current market conditions, and assist in negotiating and closing business deals and.

Duties and Responsibilities

Development of proposals, feasibility studies, and market research are the key part of his/her duty. His/her responsibility is to develop the pipeline of new business coming into the company, which requires a thorough knowledge of the market, the company's solutions/services and unique approach it can provide, and the analysis of the company's competitors including strategies that will make PCEPSDI's business more viable. Specifically, Junior Business Development Officer shall:

- Work with a team to develop proposals that speak to the client's needs, concerns, and objectives;
- Conduct researches and studies which include among others the gathering and review of data, materials, policies, and other information relevant to the development of new proposals and projects of PCEPSDI and subsidiaries;
- Assist the Management for establishing networks, finding new clients, development of new projects and business proposals, and cooperate with the different organizations and other stakeholders;
- Provide feedback and information on market and creative trends;
- Present to and consult with mid and senior level management on business trends with a view to developing new products and services, and distribution channels;
- Using knowledge of the market and competitors, identify and develop the company's unique selling propositions and differentiators;
- Represent the organization in transacting businesses, meetings, workshops, conferences, research, business presentations, and other relevant functions;
- Directly report to the Business Development and Communication Officer and Executive Director;
- Hold regular office hours at the PCEPSDI Office unless otherwise directed by the Business Development and Communication Officer and/or Executive Director; and
- Perform other duties and functions as may be assigned by the Business Development and Communication Officer and Executive Director.

Qualifications

PCEPSDI is looking for a dynamic and result oriented individual with strong understanding and passion on business and environment to join the team. The successful candidate must possess strong leadership, compelling interpersonal communication skills, excellent analytical, planning, and organizational skills with the ability to work in a team environment while maintaining its work on his/her own initiative. Specifically, the candidate must satisfy the following qualifications:

- Must be a graduate of 4-year course; preferably in the field of ***Development Communication, Development Studies, Communications, Human Ecology, Social and/or Political Science and Marketing***;
- Must have ***at least one-year experience*** in any of the following: development programs; multi-sectoral project management; business administration; research and development of business proposals and feasibility studies;
- Must have excellent skills in writing and business communication both in Filipino and English languages;
- Strong team player with the ability to work in a high-pressure environment, manage multiple tasks while building and maintaining effective relations with colleagues and a wide range of external parties;
- Excellent conceptual and analytical ability to produce results within often short deadlines;

- Must be resourceful and able to take initiative in performing assigned tasks even on extended and odd hours supporting the management; and
- Ability to work independently, take initiative, and handle a variety of concurrent activities, innovative and open-minded to all aspects of work.

Salary and Benefits

We offer a competitive salary package including mandatory benefits, and travel insurances for the duration of the contract