

POSITION: PRINCIPAL OFFICER BUSINESS DEVELOPMENT

The East African Development Bank (EADB) was established in 1967 under the treaty of the then East African Cooperation. Its mandate is to provide financial and related assistance to enterprises in the member States to make a positive contribution to socio-economic development in the region. EADB is today owned by the four Member States of Kenya, Uganda, Tanzania and Rwanda as well as other development and commercial financial institutions. Being an organ of the EAC and its partnership with EAC institutions has accorded to provide it with a platform to play a catalysing role in regional integration through provision of development finance.

Job Purpose:

To lead the business development function by driving growth strategies, identifying new market opportunities, building strategic partnerships, and managing client relationships to expand the organization's footprint and revenue base.

Location: Kenya, Uganda, Tanzania and Rwanda

Reporting to: Country Manager

Key Responsibilities and Job Dimensions

Key Responsibilities

Strategy and Planning
 Client Acquisition and Relationship Management
 Partnerships and Alliances
 Team Leadership and Capacity Building
 Reporting and Performance Monitoring

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- ❖ A Master's degree in Business Administration, Marketing, Finance, or related field is required.
- ❖ Bachelor's degree in Business, Marketing, Finance, or related field.

Professional Qualifications / Membership to professional bodies

- ❖ Relevant certification is an added advantage.

Previous relevant work experience required

- ❖ At least 7 years of experience in business development, project finance, or investment management, with at least 3 years in a supervisory and client-facing role.

- ❖ Proven experience in working with government agencies, private sector players, and development partners in the country.

The full job description for the role is available at eadb.org/vacancies/. To apply, kindly send detailed up to date CVs be sent to: recruitment@eadb.org by **23rd October 2026** with **Principal Officer Business Development** as the email subject and indicate your expected Gross salary in your application. Specify the country on the subject line. All applicants are advised to adhere to the application guidelines for consideration.

Only shortlisted candidates will be contacted

Female candidates from the East African Region [Tanzania, Rwanda, Uganda and Kenya] are encouraged to apply.

Job Description

Principal Officer Business Development

Job Title:	Principal Officer Business Development	Reports to. ❖ Country Manager
Job Grade:	D2	
Department/Directorate:	Business Development and Operations	Direct Reports ❖ Senior Officer Business Development
Section/Unit:	Business Development	

Job Purpose:

To lead the business development function by driving growth strategies, identifying new market opportunities, building strategic partnerships, and managing client relationships to expand the organization's footprint and revenue base.

Key Responsibilities and Job Dimensions

Key Responsibilities

Strategy and Planning

- ❖ Develop and implement comprehensive business development strategies aligned with organizational goals.
- ❖ Conduct market research and competitive analysis to identify emerging trends and business opportunities.
- ❖ Set targets, KPIs, and growth plans for the business development team.

Client Acquisition and Relationship Management

- ❖ Identify, engage, and secure new clients or partners across sectors and regions.

- ❖ Maintain and deepen relationships with key existing clients to foster loyalty and upsell opportunities.
- ❖ Lead contract negotiations and close business deals.

Partnerships and Alliances

- ❖ Identify and develop strategic alliances with stakeholders such as financial institutions, government agencies, NGOs, and private sector players.
- ❖ Manage collaboration frameworks and joint venture opportunities.

Team Leadership and Capacity Building

- ❖ Manage and mentor the business development team to ensure performance excellence.
- ❖ Oversee training and development initiatives to build team capabilities.

Reporting and Performance Monitoring

- ❖ Prepare regular business development reports and market intelligence for senior management.
- ❖ Monitor progress against targets and implement corrective actions as needed.

Decision Making/ Job Influence

- ❖ Makes strategic and operational decisions regarding market entry, client targeting, and resource allocation.
- ❖ Influences organizational strategy through market insights and client feedback

Working Conditions

- ❖ Office-based in the host country with frequent in-country and regional travel.
- ❖ Field visits to project sites, partner offices, and ministries required.
- ❖ May be required to work extended hours to meet deadlines or respond to client needs.

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Previous relevant work experience required

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Functional Skills:

- ❖ Strong negotiation, networking, and communication skills.
- ❖ Strategic thinker with excellent analytical abilities.

Behavioural Competencies/Attributes:

- ❖ Strong interpersonal and diplomatic skills
- ❖ Strategic mindset with problem-solving ability

❖ Leadership and team management experience. ❖ Results-driven with strong customer focus.	❖ High levels of integrity, accountability, and professionalism ❖ Excellent communication and presentation skills ❖ Result-oriented and able to work independently in diverse environments ❖ Cultural sensitivity and adaptability
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