

Private Sector Development Associate: Job Description

1.1 Introduction

DevLearn is a consulting firm specialising in international development monitoring, evaluation, implementation and communications. Our work focuses on sustainable economic growth through agriculture, urbanisation, and industrialisation. We are particularly interested in solutions derived from systems thinking and how economic growth can be inclusive of women and the environment. We are based in the UK and Bangladesh, but work all over the world. For more about our company, see www.devlearn.co.uk.

We are seeking to hire a Private Sector Development Associate who can help us grow our business. They will be our second full-time hire, and so play an important role in the growth and development of DevLearn.

1.2 Why work with us?

Achieving sustainable, equitable economic growth is one of the biggest global challenges. DevLearn works with fantastic organisations seeking to achieve this all over the world; from skills training in Mozambique, to waste management in Ethiopia, to agricultural development in Nepal. We offer advice, support, and evaluation to ensure that these organisations work as effectively as possible.

We work with networks of experienced consultants around the world. As our business grows, we are looking to hire a full-time Associate, with expertise in private sector development, who can help us manage and conduct our projects. This will be a varied and exciting work, across multiple projects, countries, and technical areas. Working for a small organisation, you will have a lot of independence to pursue areas of interest, and work in ways that suit you.

1.3 Tasks

Their tasks will include:

- Business development (30%). An important part of the job will involve searching for new business opportunities, and helping us apply for and win them. This might include:
 - Searching for new bids
 - Putting together consultancy teams
 - Proposal writing
- Managing consultants (20%)
 - Supporting teams of consultants to conduct their work, by helping with logistics, reviewing reports, and providing feedback.
- Consultancy work (40%). Tasks will vary according to the consultancy role, and the profile of the person selected. However, it might include:
 - Conducting market assessments
 - Developing monitoring frameworks
 - Conducting evaluations
 - Providing training
- Other (10%). As a small company, we are open to ideas about how you can spend your time. We welcome anything which matches your interests, our company profile, and has a benefit to the wider development sector. For example:
 - Developing online training programmes

- Writing blogs and articles
- Conducting research into areas of joint interest

1.4 Requirements

We are looking for someone who is flexible, enthusiastic, and practical. They must have a strong background in international development, based on practical as well as academic experience.

- Required:
 - Excellent written and spoken English.
 - Practical experience in development programmes, relevant to DevLearn's area of focus. This could include livelihoods, agriculture, economic growth, market systems development, or women's economic empowerment.
 - Practical experience living and working in a developing country.
 - Willingness to work from home.
 - Comfortable with independent, flexible working.
- Desired:
 - A second language, especially French.
 - Strong monitoring and evaluation experience
 - Experience in market systems programmes
 - Other practical skills of relevance to DevLearn's area of expertise. This could include:
 - Research skills
 - Statistical skills
 - Business and management experience
 - Proposal writing
 - Academic experience in relevant topic (economics, development studies, social science).
 - Living in commuting distance to London is preferable, though we are also willing to consider remote arrangements for the right candidate.

1.5 Working conditions

This will be a full-time position, with an expected salary of £30,000 - £40,000, depending on seniority. The work will primarily be from home, although if you are within commuting distance of London we can arrange to work together on a regular basis.

The job is expected to include up to 35% international travel, though variable depending on our needs and your circumstances.

1.6 How to apply

Please send a copy of your CV, a cover letter and a writing sample to adam@devlearn.co.uk. Applications will be screened on an ongoing basis so please apply as soon as possible. The latest applications will be considered is November 11th. If you have any questions, please get in touch directly.