

WE'RE HIRING

BUSINESS DEVELOPMENT AND TRAINING OFFICER

We are looking for a candidate to join our team as: Business Development and Training Officer x 1 (SMEDCO HEAD OFFICE).

PURPOSE OF THE ROLE

- To drive enterprise growth and stakeholder engagement through business development, advisory support, and delivery of training programmes aligned with organisational objectives.

KEY COMPETENCIES

- Business development and client advisory.
- Training facilitation and programme coordination.
- Communication, relationship management, and stakeholder engagement.
- Analytical, planning, and problem-solving skills.

KEY DELIVERABLES

- Expanded SME support and business growth opportunities.
- Improved business performance of clients.
- Well-coordinated and effective training delivery.
- Strengthened stakeholder relationships.

Interested candidates who meet the above requirements should submit an application with a detailed curriculum vitae and copies of academic certificates saved as a single PDF file to humanresources@smedco.co.zw on or before close of business day of 15 June 2026. Strictly send applications via email. Only shortlisted candidates will be contacted. Female candidates are encouraged to apply.



KEY RESPONSIBILITIES

1. Business Development

- Identify and pursue new business opportunities.
- Support MSMEs with business planning and growth strategies.
- Provide client onboarding and business advisory support.
- Build and maintain strategic partnerships with key stakeholders.

2. Training and Capacity Building

- Design and deliver entrepreneurship and technical training programmes.
- Conduct training needs assessments.
- Coordinate training schedules, logistics, and participant support.
- Evaluate the effectiveness of training initiatives.

3. Programme Implementation

- Support the implementation of development programmes.
- Manage training logistics and scheduling.
- Monitor programme performance and report on impact.

4. Stakeholder Engagement

- Engage SMEs, partners, and other stakeholders to strengthen collaboration.
- Promote organisational services and programmes.

5. Monitoring and Reporting

- Prepare reports on activities, performance, and outcomes.
- Track programme outcomes and KPIs.

REQUIRED EXPERIENCE

3-5 Years Experience

APPLY NOW