

Designation	Assistant Manager – Business Development (Urban and Infrastructure Development)
Term	Full Time
Location	New Delhi
Reports To	Associate Vice President – Business Strategy and Diversification
Apply to	Candidates interested in the position are requested to share their CV at hr@ipeglobal.com with name of the position clearly mentioned in the subject line.
About IPE Global	<p>IPE Global Pvt. Ltd. is a leading development sector consulting firm offering end-to-end services in the areas of Health Systems Strengthening, Urban and Infrastructure Development, PPP, Economics and Public Finance, Education and Skill Development, Social Development, Democratic Governance, Agriculture Management, and Climate Change, among others.</p> <p>IPE Global Private Limited is an ISO 9001:2008 certified development sector consultancy organization, promoted by established practitioners and sector experts. Over the last sixteen years, IPE Global has successfully implemented over 700 projects in more than 100 countries. We are a multi-disciplinary group company offering a range of integrated, innovative and high quality services across several sectors and practices. The group is headquartered in New Delhi, India with four international offices in United Kingdom, Kenya, Ethiopia and Bangladesh. We have 800 full time professional staff and also over 1000 empanelled consultants. We partner with multilateral, bilateral, governments, corporates and not-for-profit entities in anchoring development agenda for sustained and equitable growth. The organization has multi-disciplinary team of professionals, bringing together the right skills and technical expertise for enriching lives in poor and developing countries. Our experts work closely with programme stakeholders and clients to co-design solutions for complex socioeconomic issues. We strive to create enabling environment for path breaking social and policy reforms that contribute to sustainable development.</p> <p>For more details, please visit www.ipeglobal.com</p>
Job Description	<ul style="list-style-type: none"> • Tracking business development opportunities in urban and infrastructure development in South Asia and Africa • Developing bidding strategy and institutional partnerships for small to medium projects • Co-ordination and preparation of EOIs and Technical Proposals • Providing HQ level support to BD Managers in other geographies (as nominated by AVP-BD) • Supporting AVP – BD in review of financial proposals • Managing the BD MIS as required • Supporting current projects and sectoral teams in identifying consultants and formatting consultant CVs whenever required • Developing network and relationships with other consultancy firms, institutions and individuals working in the sectors • Leading contract negotiations with institutional partners and consultants • Attending seminars, conferences and network meetings
Qualifications	Masters or higher degree in areas of Business Administration, Public Policy, Infrastructure Management, Urban Planning , and other related fields
Experience Requirements	<ul style="list-style-type: none"> • Knowledge of development sector actors and various multi- and bi-lateral donors • At least 3 years’ experience in Business Development for the development sector • In-depth knowledge of development sector business development processes • Experience of preparing in Expression of Interests and technical proposals
Essential Skills	<ul style="list-style-type: none"> • Excellent writing and research skills and the ability to conduct independent research leading to innovation in technical proposals • Good presentation skills and proficiency in MS Office • Excellent communication skills and ability to clearly and concisely articulate complex information.

	<ul style="list-style-type: none"> • Being pro-active and ability to work with minimum level of supervision • Ability to work effectively and efficiently in multi-cultural and multi-ethnic teams. • Fluency in English: able to deliver message effectively verbally and in writing.
Other Details	<p>IPE Global is looking for staff with a strong commitment to the development sector, an open mind-set and flexible attitudes as well as strong interpersonal skills.</p> <p>IPE Global is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring all employees and potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p> <p>Only shortlisted candidates will be contacted for subsequent rounds.</p>