

Tuvalu Government – Job Description



Position Title:	Business Development Officer	
Level and Salary (P/L):	T1 - T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Foreign Affairs, Labour and Trade	Department of Business
Location:	Funafuti	
Reports to:	Permanent Secretary	

JOB PURPOSE:

Manage and support new and existing areas of business and development within Tuvalu.

KEY RESPONSIBILITIES:

1. Manage the development of potential business opportunities within Tuvalu.
2. Provide guidance and advice to new and existing businesses.
3. Manage a continuous improvement program to support business efficiencies.
4. Manage a training program for new and existing business owners.
5. Manage the registration of businesses.
6. Report on business status and development.

MAIN DUTIES AND OUTCOMES:

- 1.1 Identify and develop potential areas of businesses within Tuvalu.
- 1.2 Develop a framework for private sector development.
- 2.1 Develop and implement business guides and advice documents to assist owners.
- 2.2 Provide ongoing support to new and existing business owners.
- 3.1 Conduct annual business surveys to identify common issues faced by business owners and/or new business owners.
- 3.2 Collate and analyse the results of the survey to report and address issues.
- 4.1 Develop and deliver regular training programs on business development and ownership.
- 5.1 Develop and maintain a business register database.

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6.1 Document and write up regular reports on the status of developments within the business community.

MANDATORY REQUIREMENTS:

Bachelor degree in Business Studies, Commerce or equivalent qualification
At least three years managerial and business development working experience

DESIRABLE REQUIREMENTS:

High-level written and oral communication skills (Tuvaluan and English)
High-level attention to detail and accuracy
Excellent excel spreadsheet and computer skills
Ability to liaise with a range of stakeholders
Sound time management skills