



VACANCY: BUSINESS AND INVESTMENT OFFICER

About Us

CERATH Development Organization (CDO) is a non-profit entity catalyzing development in Africa. Operational in Ghana, Liberia, Sierra Leone, and Kenya, CDO has five main intervention areas. These are (I) Agriculture (II) Fisheries (III) Renewable Energy, (IV) Water, Sanitation & Hygiene (WASH) (V) Inclusive Finance.

Opportunity

As a growing organization, CDO is seeking new talents to complement its existing team and contribute to achieving its mission of catalyzing development in Africa. Currently, CDO seeks to expand its agribusiness program across selected high-potential value chains in Ghana. In view of that, CDO is looking for a self-motivated, visionary, dynamic, and energetic candidate to join its business development unit as a Business and Investment Officer.

Duties and Responsibilities

The hired candidate will be responsible for the following:

- Collaborate with the project development team to identify and develop business/investment opportunities.
- Liaise with the project development team to create project budgets.
- Develop business and investment plans, including financial projections for projects.
- Undertake business and investment research, particularly in the agricultural and green economy sectors.
- Present projects to potential investors/donors/financiers.
- Identify and assess project investment risk and propose mitigation measures.
- Establish and maintain a strong relationship with partners in order to acquire investment opportunities.

Qualification Required & Experience

Eligible candidates must have the following:

- Bachelor of Commerce, Business Administration, Agribusiness, or relevant tertiary education in business and finance.
- Excellent skills and experience in developing business plans, particularly the financial component of business plans.
- Excellent financial analytical skills (this is non-negotiable, and thus candidates without it will automatically be disqualified).

- Proficiency in Excel, Tally, Quick Books, and other accounting software. At least 5 years of experience in the finance sector (excluding national service).
- Experience and interest in agriculture (related sector), and green economy.
- Mastery in the use of Microsoft Office suite and other related software/applications.
- Fluency in English language, with strong written and oral communication skills.
- Ability to take initiative and work with limited supervision.
- Experience and the ability to work in a team.

Status of Employment

Full-time, subject to yearly renewal, based on the excellent performance of the candidate.

Work Location

CERATH Development Organisation, Westlands, Greater Accra.

Instructions for Application

The deadline for submitting applications is 2nd November 2022. Eligible candidates are required to send their **updated** and **detailed CVs** to vacancy@cerathdev.org with the subject **Business & Investment Officer**. Each CV should be a maximum of 5 pages, with three (3) referees. The evaluation committee will pay significant attention to the manner in which the CVs are presented. Any CV that does not meet the required qualifications will be rejected automatically at the level of the administrative check. Kindly note that only successful candidates will be contacted for interviews.