

3.1 Senior Business Development & Sustainability Officer

DEPARTMENT:	Business Development
Job Title:	Senior Business Development & Sustainability Officer
Job Grade:	C2
Reports to:	Chief Business Development Officer
Supervises:	None

Job Purpose:

The Senior Business Development & Sustainability Officer will support the implementation of business development initiatives, investor education programs, and sustainability efforts to enhance market participation and promote responsible investing. The role involves assisting in product development, stakeholder engagement, ESG implementation, and public awareness campaigns under the supervision of the Business Development & Sustainability Manager.

Key Duties:

KRA 1: Business Development Support

- Assist in executing business development and marketing initiatives to attract new investors and issuers.
- Support the introduction and rollout of new capital market products, ensuring smooth market adoption.
- Conduct market research on investor trends, product demand, and competitive positioning.
- Engage with institutional and retail investors through outreach programs and public forums.
- Prepare reports, presentations, and proposals related to business growth and market expansion.

KRA 2: Sustainability & ESG Implementation

- Support the execution of the DSE's ESG initiatives, including reporting frameworks and compliance efforts.
- Assist in the development of sustainability reports and ESG disclosures for internal and external stakeholders.
- Engage with listed companies and market participants to promote responsible investing practices.
- Conduct research on global ESG trends and sustainable finance opportunities relevant to the Exchange.

KRA 3: Stakeholder Engagement & Relationship Management

- Coordinate meetings, events, and communications with regulators, issuers, investors, and development partners.
- Provide administrative and logistical support for business partnerships and sustainability programs.
- Assist in maintaining relationships with international capital market organizations and sustainability bodies.

KRA 4: Research & Reporting

- Assist in data collection, analysis, and reporting on business development and ESG performance metrics.
- Support the preparation of departmental reports, budgets, and strategic plans.
- Contribute to the development of policy recommendations related to business growth and sustainability.

KRA 5: Other Duties

Perform any other tasks as assigned by Supervisor.

Education Qualification:

Bachelor's Degree in Marketing, Finance, Economics, Business Administration, or a related field.

Professional Qualification:

- Capital Markets Certification (recognized by the Regulator) or Securities investment & Trading (SIT) - Mandatory
- ESG or Sustainability Certification (e.g., GRI, SASB, PRI) - Preferred
- Project Management Certification (PMP, PRINCE2, or equivalent) - Preferred

Relevant Work Experience

- Minimum of five (5) years working experience, two (2) of which should be in a related field from a reputable institution
- Experience in working with sustainability teams locally or internationally is an added advantage

Job Competencies

- Understanding of capital markets and financial instruments.
- Knowledge of sustainability and ESG principles.
- Strong research, analytical, and reporting skills.
- Excellent communication and stakeholder engagement abilities.

- Proficiency in Microsoft Office, data analysis tools, and presentation software.
- Ability to work in a team and support multiple projects simultaneously.