



JOB OPPORTUNITY: BUSINESS DEVELOPMENT ASSISTANT



Location: Lira City, Uganda

Reports to: Business Development Manager

Application Deadline: 15th August 2025

ABOUT US

The Global Forum for Development (GLOFORD) Uganda is a youth-serving, value-driven national NGO working to inspire, empower, and transform communities through leadership development, youth empowerment and entrepreneurship, sustainable agriculture, governance, and innovation. The GLOFORD Institute of Innovation (GII) is our enterprise arm championing innovative solutions in microfinance, agribusiness, ICT4D, and business development services for inclusive growth and wealth creation.

OUR VISION: GLOFORD envisions “A community where young people have the opportunities to realize their full potential”.

OUR MISSION: “To inspire and educate young people and community through value-based leadership, talent development, entrepreneurship, sustainable farming, and community health to promote good governance, reduce poverty, and achieve a better quality of life for all.

POSITION SUMMARY

The **Business Development Assistant** will support GLOFORD and GII to implement strategic business development initiatives, especially in youth enterprise growth, SACCOs, Business Savings and Loan Associations (BSLAs), youth groups, and innovative financing models. The role involves market research, funding opportunity tracking, proposal development, partner engagement, and promoting entrepreneurial solutions for young people and communities.

KEY RESPONSIBILITIES

a) **Youth Enterprise Development Support:**

Identify and engage youth groups, SACCOs, VSLAs, and cooperatives to strengthen their capacity and link them to business development opportunities.

b) **Market Research & Analysis:**

Conduct research on market trends, emerging youth-focused opportunities, innovative financing mechanisms, and social enterprise prospects to inform programming.

c) **Proposal & Concept Note Development:**

Assist in drafting high-quality proposals, business plans, grant applications, and budgets targeting youth enterprise development and innovative funding.

d) **Client & Partner Relations:**

Coordinate engagement with partners, funders, community groups, and private sector actors supporting youth innovation and entrepreneurship.

e) **Training & Mentorship Support:**

Assist in planning and coordinating youth entrepreneurship trainings, capacity-building sessions, and networking events.

f) **Communications & Marketing Support:**

Support the development of communication materials, success stories, digital content, and social media updates showcasing youth enterprise stories and GLOFORD's impact.

g) **Database Management & Reporting:**

Maintain an updated database of youth groups, SACCOs, VSLAs, partners, and prospects; prepare periodic progress reports on engagements and leads.

h) **Event Coordination:**

Assist in organizing forums, pitch events, incubation workshops, and youth innovation showcases.

i) **Monitoring & Follow-Up:**

Track the performance of supported youth enterprises and community groups, gather success stories, and identify opportunities for further support.

j) **Administrative Support:**

Provide general administrative and logistical support to the Business Development and Innovation team to ensure smooth execution of projects.

KEY PERFORMANCE INDICATORS (KPIs)

- Number of youth groups, SACCOs, VSLAs, and enterprises identified and actively engaged.
- Number of funding opportunities identified and proposals successfully submitted.
- Timely updates of partner and youth enterprise database.
- Positive feedback from stakeholders on coordination and support provided.
- Quality and timeliness of training events and communication outputs.
- Increased visibility of GLOFORD and GII's youth enterprise and innovation work.
- Evidence of youth enterprises accessing financing or new market linkages.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Business Administration, Entrepreneurship, Microfinance, Economics, or a related field.
- Minimum 2–3 years of experience in business development, youth enterprise support, working with SACCOs/VSLAs/cooperatives or community-based economic programs.
- Strong interest in youth empowerment, community enterprise, and innovation.
- Excellent writing, communication, and presentation skills.
- Proficiency in MS Office and basic data management tools.
- Ability to work independently, meet deadlines, and coordinate multiple tasks.

HOW TO APPLY

Interested candidates should submit:

- a) A cover letter (maximum 1 page)
- b) Updated CV (maximum 3 pages)
- c) Copies of academic and professional certificates

Email: glofordjobs@gmail.com

Subject line: *Business Development Assistant Application –(Your Name)*

Tel: +256 774 016 223

GLOFORD Uganda and GII are equal opportunity employers. Women, youth, and persons with disabilities are encouraged to apply.