

Business Development Manager – Vientiane – May 2016

Agency	Department of Foreign Affairs and Trade
Position number	XXXX
Title	Business Development Manager
Classification	LE5
Salary	Commencement salary is in the range of USD \$1,385 to USD \$1,745 gross monthly based on level of skills and experience
Section	Political/Economic Section
Reports to	Second Secretary Political/Economic

About the Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

The Business Development Manager works to identify, develop and effectively market and promote trade and investment opportunities in Laos for Australian companies.

The key responsibilities include, but are not limited to:

- Provide services to Australian businesses in Laos, including, provide advice on market conditions, market entry strategies, potential partners and the government regulatory environment in Laos, conducting market research; coordinating visit programs, and provide in-market support
- Build and maintain networks with key business contacts, government agencies and other stakeholders in Laos and represent the Australian Embassy at senior levels of business and government both in Australia and in Laos
- Undertake complex market research and analysis to identify market trends and existing and emerging business opportunities in Laos for Australian companies across a range of industry sectors, with particular focus on services, the mining sector, agribusiness, energy, tourism and education
- Contribute to knowledge creation within the Embassy, by adopting information practices, sharing knowledge and information and by embracing best practice and development opportunities.
- Work collaboratively within the DFAT network, and with other government agencies including Austrade and ACIAR, to contribute to service delivery and achieve desired outcomes
- Liaise and develop Embassy's business networks with Australian companies based in Laos and maintain a contact database, liaise with the Austrade office in Hanoi
- Be the primary point of contact between the Embassy and the Australian Chamber of Commerce (AustCham Lao), including attending AustCham board meetings.

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Qualifications/Experience

- Tertiary qualification preferably in business or economics
- Relevant experience in business such as mining, hydro, agribusiness, tourism
- Written and oral fluency in English and Lao.