

Job Vacancy - Ref: DAM – HR - 6621

Job title: Business Development Officer

Employer: Baseline Consulting and Research — PraDam Group

Location: Damascus, Syria (office-based)

Contract: Full-time, [12-month renewable], Syrian labour law

Experience: 3–5 years

Salary: Base salary + performance-linked incentive

Deadline: 10 September 2026

Job summary

PraDam Group, a consulting firm operating in Syria through its local arm, Baseline Consulting and Research, is seeking a results-driven Business Development Officer.

The successful candidate will be responsible for identifying new business opportunities, developing and maintaining strong client relationships, and managing prospective opportunities from initial engagement through contract signing.

Responsibilities

1. Identify and qualify opportunities across all service lines, targeting development agencies, INGOs, diplomatic missions, and private-sector clients.
2. Monitor tender portals and donor procurement notices (UN, EU, GIZ and comparable donors); maintain a submissions calendar.
3. Prepare and deliver capability statements and introductory presentations.
4. Coordinate bid preparation with technical, MEAL, and finance teams; manage timelines, compliance checklists, and submission logistics.
5. Draft non-technical proposal sections in Arabic and English.
6. Maintain complete CRM records of all contacts, interactions, and pipeline stages.
7. Support partnership and consortium discussions.
8. Deliver monthly pipeline, conversion, and win/loss reporting.
9. Represent the firm at sector meetings, working groups, and conferences.
10. Coordinate with Prague and Dubai counterparts on cross-border opportunities.

Required

- Established network among international organisations, NGOs, diplomatic missions, or the Damascus business community
- Bachelor's degree in Business Administration, Economics, International Relations, Marketing, or related field
- 3–5 years in business development, partnerships, grants acquisition, or institutional sales — preferably in consulting, research, or the development sector
- Demonstrable contribution to won contracts or funded proposals
- Working knowledge of donor procurement processes
- Professional written and spoken Arabic and English (tested at interview stage)
- Proficiency with CRM systems and MS Office
- Ability to work independently against targets
- Tender and proposal writing experience
- Familiarity with research, MEAL, or market intelligence as a service offering
- Additional languages (French, German, Turkish, Czech etc.)

Working conditions

Damascus-based, with occasional domestic travel and possible regional travel subject to visas. Compliance with company security and duty-of-care procedures is mandatory. Regular coordination across time zones.

Integrity

The postholder will handle confidential commercial and client information and must observe the firm's confidentiality, anti-corruption, and data protection policies. Facilitation payments and undisclosed commissions are prohibited.

Equal opportunity

Baseline / PraDam Group recruits solely on competence and suitability. We do not consider religious or sectarian affiliation, political affiliation, ethnicity, gender, marital status, or place of origin. Applications from qualified women and from candidates of all backgrounds are encouraged.

How to apply

Email **info@pradamgroup.com**, subject line "**BD Officer – DAM – HR - 6621 – [Full Name]**", attaching:

1. CV (max 3 pages)
2. Cover letter (max 1 page) describing one opportunity you personally converted into a signed contract or funded project — your role, the obstacles, the outcome
3. One client-facing writing sample in English (max 2 pages)

Only shortlisted candidates will be contacted. Shortlisting includes a written exercise and up to two interviews.