BUSINESS DEVELOPMENT OFFICER

The Commons Project Foundation, Africa (TCP Africa)

TITLE: Business Development Officer (Consultant)

REPORTS TO: Deputy Program Director

I.   Organization Background

The Commons Project Foundation, Africa (TCP Africa) is driving a person-centered health revolution across the continent. As part of the Commons Project Foundation (TCP), TCP Africa was established to build and operate digital platforms that enhance healthcare accessibility and empower individuals with secure, verifiable access to their health data.

Founded in 2022, TCP Africa is developing and promoting interoperable digital health tools and open standards that enable individuals to access, manage, and share their records seamlessly. In partnership with governments, foundations and other stakeholders, TCP Africa is working to digitize healthcare, build a skilled digital health workforce, and strengthen personal ownership of health data.

Headquartered in Kigali, Rwanda, TCP Africa is in its early stages and growing rapidly. Committed to diversity and inclusion, TCP Africa welcomes applicants from all backgrounds and ensures equal employment opportunities for all.

II.   Position Overview

TCP Africa is a consortium partner for a new exciting program launching in Rwanda which aims to create over 14,000 jobs for youth and women in the health and digital services sector.

TCP-Africa is seeking a passionate, entrepreneurial, and mission-aligned Business Development Director (Consultant) to support the growth of income-generating opportunities for DCCs. This role will be central in ensuring the DCC marketplace platform is rich with relevant products, services, and employment linkages—ultimately supporting the financial sustainability and career growth of youth engaged in the DJYH program.

The Business Development Director (Consultant) will also work closely with our key partner, Society for Family Health (SFH), who is responsible for the recruitment, training, and onboarding of DCCs, as well as the management of the health goods supply chain. Additionally, the director will collaborate with our technology development partner, ICT Chamber, to ensure new products and services are effectively integrated and onboarded onto the digital marketplace platform.

III.   Specific Duties and Responsibilities

Market & Opportunity Development

- Conduct ongoing market scans to identify high-demand, affordable, and impactful health goods and services suitable for distribution by DCCs.
- Source and evaluate new partnerships with manufacturers, digital service providers, and health-focused SMEs to onboard their offerings to the DCC marketplace.
- Collaborate with technical and program teams to assess product viability and ensure alignment with community needs and health priorities.

Supplier & Partner Engagement

- Negotiate product pricing, commission structures, and partnership terms to ensure mutual value for suppliers, TCP-Africa, and DCCs.
- Manage existing partner relationships and coordinate with internal teams for seamless onboarding, inventory planning, and training support.
- Work closely with SFH to align product availability, distribution, and DCC readiness.
- Collaborate with ICT Chamber to facilitate smooth onboarding of new products and services onto the marketplace
- Develop promotional campaigns tied to health awareness days or seasonal trends to boost DCC earnings.

Job Linkages & Workforce Development

- Identify digital work opportunities for upskilled DCCs within local government, health institutions, and SMEs.
- Collaborate with the ICT Chamber and platform developers to enhance employer engagement and streamline recruitment of DCCs for contract or gig work.
- Facilitate matchmaking between employers and DCCs based on skills and platform profiles.

Performance Tracking & Learning

- Monitor sales trends, job placement metrics, and community demand to inform product strategy and partner engagement.
- Gather feedback from DCCs and community stakeholders to continuously improve offerings on the platform.
- Contribute to program learning, innovation, and scaling efforts by documenting best practices and identifying areas for improvement.
- Perform other related duties as assigned.

IV.   Qualification and Competences

- Bachelor's degree in Business, Public Health, Marketing, Development Studies, or related field. A Master's degree is an advantage.

- Minimum 5 years' experience in business development, market access, or partnership management, preferably in a nonprofit, social enterprise, or health sector.

- Experience working with community-based programs, agent models, or digital platforms is strongly preferred.

- Familiarity with the Rwandan entrepreneurial ecosystem, health sector, or youth employment initiatives is a plus.

- Fluency in English and Kinyarwanda required; working knowledge of French is an added advantage.

What We're Looking For

- Deep commitment to TCP-Africa's mission and a passion for creating economic opportunities for underserved youth.

- Creative and analytical thinker who is resourceful and proactive.

- Excellent interpersonal, negotiation, and communication skills.

- Ability to thrive in a dynamic, cross-functional, and collaborative team environment.

V.   Location and Travel:

This consulting position is in person at TCP Africa's offices in Kigali, may allow for some remote work, and will require occasional travel (including potentially internationally to meet with the larger TCP team).

VI.   Application Process:

This position has an accelerated start of May 1, 2025. Interested applicants should send a resume and a detailed cover letter to hr@thecommonsproject.org with "Application for Business Development Officer" in the Subject Line for consideration.

Resume reviews begin immediately. For best consideration, please apply as early as possible.

VIII. Equal Opportunity Employer

TCP Africa is an equal opportunity employer. We value a workplace that is diverse in terms of gender, race, class, age,geographic origin, sexual orientation, and other differences that enrich our society. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law, and those who may not meet every requirement listed in the job description.