



## JOB VACANCIES

TBP Solutions Limited is a procurement services provider ensuring that procuring entities, contractors and consultants understand the critical roles each plays in efficient and effective management of funds for the delivery of goods, works and services, incidental to their core mandates. TBP Solutions Ltd focuses on both public and private sector procurement, delivering enhancement to achieve value for money over a project life cycle.

Due to expansions in its operations, the organization has created, and now requires suitable persons for, the following positions based in Abuja:

### A. Business Development Manager

#### *Core Functions*

1. Coordinates training activities of TBP Solutions Ltd, including schedules of training
2. Identifies a network of resource persons for different aspects of the training
3. Facilitates the production/provision of adult learning tools, including PowerPoint presentations
4. Organizes activities complimentary to training, such as group works, study visits, etc.
5. Conducts pre- and post-training evaluation of trainees
6. Prepares and share reports of training with patron organizations and trainees
7. Creates a database of training activities of the organization and regularly update same

#### *Qualifications*

- Minimum of Bachelor's degree in any of the following: Administration, Engineering, Quantity Surveying, Law, Economics, Finance or Architecture
- A Master's Degree will be an advantage.

#### *Competencies*

1. Familiarity with the procurement terrain of the nation's bureaucracy (MDAs) and the organized private sector
2. High level of computer literacy, including production of PowerPoint and infographic presentations, video and audio clips, etc.
3. Proactive and has passion for work and ability to function with minimum supervision.

### **Remuneration Package**

1. N120, 000 monthly salary
2. Generous commissions on extra businesses attracted

### **B. External Relations Coordinator**

#### **Core Functions**

1. Manages contacts with organizations with requirements for procurement, the media and the general public.
2. Assesses specific needs of the organizations for training and number of potential trainees
3. Makes available to the target organizations the training opportunities on offer at TPB Solutions Ltd and the schedules of training
4. Increases knowledge and understanding of TPB Solutions Ltd through conventional/online media and other innovative outlets
5. Organizes a series of Public Procurement forums for critical stakeholders across the geopolitical zones
6. Organize awareness forums on procurement for private and non-governmental entities
7. In collaboration with the Business Development Coordinator, creates a Whatsapp platform for trainees

#### **Qualifications**

- Minimum of Bachelor's degree in any discipline in the humanities or social sciences, preferably mass communication, business administration, public administration, banking and finance and related course.
- A Master's Degree will be an advantage.

#### **Competencies**

1. Possesses skills in interpersonal communication, including assertiveness and persuasion
2. Has access to key functionaries the nation's bureaucracy (MDAs)
3. Has high level of computer literacy, including production of PowerPoint and infographic presentations, video and audio clips, etc.
4. Able to generate contents for conventional/online media and other innovative outlets
5. Able to project the organization through published reports and interviews in the media (print and electronic)
6. Proactive and has passion for work and ability to function with minimum supervision.

### **Remuneration Package**

1. Attractive monthly salary
2. Generous commissions on extra businesses attracted

**Applications should be sent to the following: [info@tabriz.ng](mailto:info@tabriz.ng)  
not later than Friday, 18 March 2022.**