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JOB ADVERTISEMENT

Business Development Officer (Client Acquisition & Partnerships)

Location:

Nairobi, Kenya (with regular field visits and client engagement)

Employment Type:

Full-time

Start Date:

Immediate



About Sarwa Pacesetters Limited

Sarwa Pacesetters Limited is a Human Resource consulting firm established in 2015 and based in Kenya. We specialize in delivering professional HR solutions including staff outsourcing, recruitment, payroll and tax administration, and HR consultancy services to organizations across diverse sectors.

As part of our continued growth and market expansion, we are seeking a highly motivated and results-driven **Business Development Officer** who thrives in a performance-oriented environment to drive client acquisition, strengthen strategic partnerships, and expand our market presence.

Role Purpose

The Business Development Officer will be responsible for driving revenue growth by identifying new business opportunities, acquiring new clients, and developing strategic partnerships. The role requires a proactive, target-driven professional capable of building strong client relationships and consistently converting leads into long-term business engagements.

Key Responsibilities

- Identify, pursue, and secure new business opportunities for HR outsourcing, recruitment, payroll management, and HR consultancy services.
- Conduct proactive field visits, networking meetings, and direct client outreach to generate leads.
- Build and manage a strong pipeline of prospective clients across NGOs, SMEs, manufacturing, hospitality, logistics, construction, and other sectors.
- Develop and deliver tailored business proposals, quotations, presentations, and client pitches.

- Commission on all new clients acquired and contracts successfully closed
- Performance-based incentives tied to revenue generated and targets achieved
- Additional bonuses for exceeding set KPIs
- Support for approved client engagement and business development activities

Candidates are encouraged to indicate their expected remuneration package in their application.

What We Offer

- Opportunity to grow within a dynamic and expanding HR consulting firm
- Exposure to diverse industries and high-level clients
- Strong earning potential based on performance
- Supportive environment for professional growth and career advancement
- Opportunity to directly contribute to company growth and strategic direction

Application Process

Interested and qualified candidates should send their CV and Cover Letter to:

✉ hr@sarwaspe.co.ke and CC info@sarwaspe.co.ke.

Subject Line: Application – Business Development Officer (Sarwa Pacesetters)

📅 **Deadline:** 08th May 2026

Only shortlisted candidates will be contacted.

Equal Opportunity Statement

Sarwa Pacesetters Limited is an equal opportunity employer committed to diversity and inclusion. We encourage applications from qualified candidates of all backgrounds.

- Monitor tender opportunities and strategic partnership prospects aligned with company services.
- Negotiate and close service agreements with new clients.
- Maintain and grow strong client relationships to support retention and repeat business.
- Represent the company at business forums, networking events, and stakeholder engagements.
- Prepare accurate weekly and monthly business development performance reports.

Qualifications and Experience

- Bachelor's degree in Business Administration, Marketing, Human Resource Management, or a related field.
- Minimum of 3 years' experience in business development, B2B sales, client acquisition, or marketing.
- Experience in HR consulting, recruitment agencies, outsourcing firms, or professional services is highly desirable.
- Proven track record of acquiring clients and achieving revenue targets.
- Strong negotiation, presentation, and communication skills.
- Ability to work independently, manage targets, and deliver results under minimal supervision.
- Proficiency in Microsoft Office Suite and digital communication tools.

Key Competencies

- Strong networking and relationship-building skills
- High business acumen and commercial awareness
- Target-driven, self-motivated, and results-oriented mindset
- Excellent interpersonal and communication abilities
- Confidence in client engagement, pitching, and presentations
- Ability to perform in a fast-paced, performance-driven environment

Key Performance Indicators (KPIs)

- Number of new clients acquired per month/quarter
- Value of contracts signed and revenue generated
- Conversion rate of leads into paying clients
- Client retention and repeat business levels
- Growth of active client portfolio

Compensation

The successful candidate will receive a **competitive base salary** plus a **performance-based commission structure** linked to business development outcomes.

- Competitive monthly base salary