

## Job Description for South Pacific Flying Labs Business Manager

WeRobotics is an international not-for-profit organization that invests in local experts and entrepreneurs to create equal opportunity around the use of robotics for positive social impact. We do this through the growing network of Flying Labs which are local knowledge hubs led entirely by local professionals who scale humanitarian aid, global development, public health and environmental protection efforts through the use autonomous robotics. Flying Labs are currently operational in 23 countries across Asia, Africa, Latin America and Oceania. We expect this network to grow to 40 Flying Labs in 2020. More information on WeRobotics can be found at <https://werobotics.org> and <https://flyinglabs.org>.

South Pacific Flying Labs, established in 2017 and based in Fiji, acts as a regional hub for the South Pacific and has led numerous trainings, projects and programs, including youth-engagement programs in the last 2 years. The Flying Labs Business Manager will complement the current team to build up the self-sustainability as well as regional reach of the South Pacific Flying Labs in the coming 12 months.

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**Position:** Flying Labs Business Manager

**Location:** USP Campus in Suva, Fiji

**Type of contract:** Full-time (hired through USP but reporting to WeRobotics), 12 months extendable based on performance and funding availability.

### Job description

The South Pacific Flying Labs Business Manager will work with the South Pacific Flying Labs Regional Coordinator. He/She will be responsible for scaling South Pacific Flying Labs in Fiji and across the region, creating and managing strategic partnerships, take the lead in business development, donor management and financial reporting, overall project management, documentation and general administration. The Business Manager will thus work closely with the Regional Coordinator of South Pacific Flying Labs. This includes joining trainings and operational projects in the field and supporting the Technical Manager by overseeing the management and reporting of projects. The ideal candidate for this position will have a strong and demonstrated track record in running technology projects in Fiji with key contacts in government, and international organizations and industry. Kindly note that the candidate must be a Fijian national and must have extensive work experience in Fiji. Prior experience within the stakeholder network and with government and donors is a plus.

## Key Responsibilities

- Scale South Pacific Flying Labs within Fiji and to other countries in the region
- Set up and manage a legal entity for South Pacific Flying Labs and engage in key strategic alliances with related structures (for example USP Innovation Hub)
- Identify and manage new strategic clients across different sectors
- Manage and grow existing strategic partnerships across different sectors
- Serve as focal point for relevant donors and provide said donors with regular reporting
- Manage financial and activity/performance reporting providing regular reports to relevant donors and WeRobotics (on monthly and quarterly basis)
- Be in charge of overall project management to ensure implementation of Flying Labs projects in line with timeline, budget and quality expectations
- Collaborate closely and become a strong team together with South Pacific FL Technical Manager and Youth Community Coordinator, to support successful and timely projects, including community engagement projects
- Document key projects and activities for blog posts and Social Media presence on Flying Labs website
- Be in charge of direct outreach to other Flying Labs to share lessons learned and joint project opportunities
- Lead business development and fundraising efforts including grant writing
- Ensure South Pacific Flying Labs becomes largely self-sustaining by 2021
- Promote and follow the Drone Code of Conduct for Social Good

## Requirements

- A Bachelor or Master degree either in Business Administration, IT or related sectors with a strong interest and track-record in project management and business development
- At least 5 years' experience in project management, ideally in a senior capacity in a professional setting in the not-for-profit sector, government and/or industry
- High level contacts with government and international organizations
- Excellent communication skills in English and Fijian
- Responsible, highly reliable, proactive and self-motivated
- Curious, flexible, open-minded and a strong team-player

Please send your Cover letter and CV with references to [hr@werobotics.org](mailto:hr@werobotics.org). Should you not hear back from us in within 15 days, please consider that you haven't been successful at this time.