



NICO
Pension

In Partnership with
Sanlam | Allianz

VACANCY ANNOUNCEMENT

ONE
NICO

BUSINESS DEVELOPMENT OFFICER (3)

NICO Pension Services Ltd, a leading pension administration company, is seeking proactive, strategic and results oriented Business Development Officers to grow its newly developed retail business line. The ideal candidates should have excellent skills in analysing market trends and identifying new business opportunities, fostering client relationships and providing financial advisory service to clients.

The positions are tenable at NICO Pension Blantyre, Lilongwe and Mzuzu offices.

KEY RESPONSIBILITIES

- Monitoring industry trends to identify gaps and opportunities.
- Pro actively prospecting, qualifying, and generating new business opportunities.
- Building and maintaining long-term relationships with new and existing clients to foster enduring relationships
- Providing financial advisory to prospective and existing clients based on the clients circumstance and needs and company's retail products
- Implementing developed strategies to increase sales and achieve revenue goals.
- Preparing and presenting persuasive business proposals and negotiating contracts.
- Tracking performance metrics, and reporting on sales pipelines.

JOB COMPETENCIES AND ATTRIBUTES

- High levels of integrity
- Excellent financial, analytical, problem solving and management skills
- Effective verbal and written communication skills
- Good relationship management skills
- Ability to prepare accurate reports
- Ability to plan and organize in line with job requirements
- Exceptional negotiation and decision-making skills (where applicable).

QUALIFICATIONS AND EXPERIENCE

- 1st Degree in Business Administration, Finance, Sales and Marketing or any related field
- 2-4 years of experience in Sales or Marketing role

REMUNERATION

Remuneration will comprise a fixed salary and a variable component based on new business generated.

All interested candidates should send their letters of application and curriculum vitae with three traceable referees to:

Human Resources and Administration Manager
NICO Pension Services Ltd
P.O. Box 1796
Blantyre.

Or Email: vacancies@nicopensions.mw

Closing date for receiving applications is **Wednesday, 25th February 2026**. Only short listed applicants will be acknowledged.

"NICO Pension Services Ltd is an equal opportunity employer".

Group Pension | Personal Pension | Provident Fund | Gratuity | Programmed Withdrawal | Minors Trust

