

TERMS OF REFERENCE

Post: Business Analyst

Reporting Relationship: Manager, Business Development and Corporate Affairs

Gross Salary: MVR 21,805.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Formulate and implement strategies for business growth.
2. Analyze business operations and external environment to identify new opportunities and formulate revenue generating strategies.
3. Coordinate and prepare business proposals, including feasibility studies, financial analysis, and project development plans.
4. Liaise with marketing team to conduct research and identify opportunities.
5. Evaluate project proposals and coordinate with potential investors as per organizations policies.
6. Research available funding opportunities and seek funding for planned projects and business expansions.
7. Prepare financial projections and revenue targets.
8. Preparing required proposals and documentation for investor forums, networking events or meetings.
9. Prepare presentations for the management, board, investors, and stakeholders.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

- Minimum MQA level 8 or 7 qualification in related field with minimum of 3 years experience.
- Minimum MQA level 9 qualification in related field with 2 - 4 years of relevant experience in qualified area
- MQA level 5 or 6 qualification in related field or equivalent with > 8 years of relevant experience

SKILLS AND COMPETENCIES:

- Commercial awareness
- Confidence working with complex data and systems.
- An understanding of how IT can be used to resolve problems.
- Excellent communication and interpersonal skills, and the ability to work with people at all levels of an organization.
- Time management and organizational skills
- Problem-solving skills
- An interest in, and understanding of, project management techniques.
- Advance knowledge of Marketing and Business modelling.

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- Excellent interpersonal personality
 - Understanding of data platforms & trends.
 - Excellent verbal & written communication skills in Dhivehi and English.
 - Excellent proficiency in Microsoft Office Package (Office 365).
 - Ability to work flexible hours.
 - Ability to manage multiple projects within short deadlines.
 - Good knowledge of market research techniques and database
 - Highly organized and should be able to multitask and deliver work in a timely manner.