

TERMS OF REFERENCE

Post: Senior Officer, Business Development

Reporting relationship: HOD

Gross Salary: MVR 17,100.00

RESPONSIBILITIES AND DELIVERABLES

1. Develop business and marketing plans in coordination with HOD.
2. Assist in the company's branding and media communication activities such as marketing collaterals, website, and other platforms.
3. Able to prepare detailed business models and presentations.
4. Managing the development and implementation of Quality Management Systems.
5. Strong business knowledge and experience interpreting financial and market data.
6. Able to prepare bid documents and draft bid information sheets.
7. Excellent negotiation skills
8. Ability to effectively research new markets.
9. Creativity and problem-solving skills
10. Excellent written and verbal communication skills
11. Analytical and detail-oriented
12. Advanced time management and organizational skills
13. Advanced administrative skills

REQUIREMENTS

- Completion of MQA Level 7 Qualification in Business Administration or relevant field
- Must have a minimum of three (03) years in a similar field.



SKILLS AND COMPETENCIES

- Basic understanding in research methods and business modeling.
- Extensive knowledge of data analysis and reporting
- Excellent interpersonal skills with the ability to coordinate with required stakeholders.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office. Additionally, Familiarize with MS Excel and MS Power Point or any similar application.
- Highly organized and should be able to multitask, and concurrently manage multiple projects.