



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



## **TERMS OF REFERENCE**

**Post:** Assistant Manager, Business Development

**Reporting Relationship:** Manager, Business Development and Corporate Affairs

**Employment Type:** Ordinary (first year on contract)

**Gross Salary:** MVR 21,805

## **RESPONSIBILITIES AND DELIVERABLES**

1. Assisting in leading, motivating, developing, and managing the business development team to enhance engagement and performance.
2. Aiding in the drafting of investment papers and concept papers for new and existing business opportunities and market segments.
3. Assisting in creating and implementing target-focused business development strategies.
4. Supporting the tracking of relevant real estate trends, market trends, and innovative development practices, and disseminating information to the team members for application.
5. Participating in and contributing to project planning efforts, ensuring projects align with identified business opportunities.
6. Assisting in the creation of informative and engaging presentation materials for senior management, the board, and key stakeholders.
7. Conducting research to identify markets and product positioning in alignment with the overall mandate of the company.
8. Coordinating with external stakeholders, including line ministries, contractors, investors, and consultants.
9. Contributing to the annual budget formulation, including revenue forecasts, disbursement requirements, and expenditure needs.

## **EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)**

- MQA level 7 or 8 qualification in related field with 3-5 years' experience in relevant field.
- MQA level 5 or 6 qualification in related field with minimum 8 years' experience in relevant field



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## SKILLS AND COMPETENCIES

- Should be familiar with Data Analysis applications.
- Should be Familiar with MS Package
- Strong interpersonal and communication skills in both Languages.
- An ability to analyze data and trends effectively.
- Initiative and the ability to work collaboratively in a team.