



Reference Number: (IUL)MITDC-HR/MITDC/1/2019/5

14th March 2019

Job Vacancy

Job Title	Senior Officer, Business Development & Marketing
Department	Business Development & Marketing
Salary	Gross Pay: MVR 12,000.00
Place of Work	Corporate office of MITDC at 5 th Floor, Velaanaage, and project sites
Duties and responsibilities	<ol style="list-style-type: none"> 1. Research, locate, define and target key business and marketing prospects. 2. Create business development and marketing strategies; identify roadblocks and drive new business from conception through closure. 3. Nurture and maintain relationships to achieve business targets with prospective partners and clients. 4. Coordinate and help to produce proposals as assigned, ensuring that proposal meet funder/investor specifications and deadlines as well as quality standards in the industry and conduct research for and draft proposal sections as necessary. 5. Maintain correspondences of the department by drafting, maintaining documents and manage all the correspondences and reports of the department. 6. Take part in meetings where required and to write and maintain minutes of the internal and external meetings. 7. Maintain accurate information and documents of all clients and partners. 8. Maintain accurate information in database and assist with conducting analysis of proposal development; Maintain accurate and timely digital files. 9. Arrange travels and visit project sites when required. 10. Assist in Managing events of the corporation and travel when required. 11. Prepare and give presentations and tours of the Corporation and projects sites to clients and investors.

	<p>12. Conduct all works of the Corporation assigned by seniors, supervisors or management in relation to the scope of works of the Corporation to achieve its goals and targets.</p>
<p>Qualifications</p>	<p><u>EDUCATION QUALIFICATION:</u></p> <ol style="list-style-type: none"> MQA Level 7 Certificate in the field of Tourism, Business Management, Business Administration with minimum 2 years' experience in relevant field. Or; MQA Level 5 Certificate in the field of Tourism, Business Management, Business Administration with minimum 5 years' experience in relevant field. <p><u>KEY SKILLS:</u></p> <ul style="list-style-type: none"> • Strong planning and time management skills. • Strong written and oral communication skills. • Ability to problem-solve difficult issues. • Ability to multitask with ease, adapting to frequently changing priorities. • Good negotiating and conflict resolution skills. • Strong understanding of budgets. <p><u>LEADERSHIP:</u></p> <ul style="list-style-type: none"> • Ability to sustain interpersonal and professional relationships with internal colleagues and clients. • Strong understanding of Corporation's business and marketing strategy and how tasks contribute to the greater good • Consistently works within internal process and procedures. • Strong interpersonal and team building skills. • Engagement in corporate initiatives.
<p>Interested candidates are requested to submit the following documents on or before 25th March 2019 at 14:00PM to MITDC, 5th Floor, H. Velaanaage or mail to the email hr@mitdc.com.mv</p> <ol style="list-style-type: none"> Job application form (available from: www.mitdc.com.mv); Candidates Curriculum Vitae; Attested copy of ID card; Accredited and attested copies of Educational certificates, and; Other supporting documents. 	

