

## JOB VACANCY

HDC(161)-HR/IU/2020/178  
16<sup>th</sup> September 2020

### **Assistant Business Development Officer Business Development, Marketing & Sales**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

1. A-Level 3 Passes. **(OR)**
2. O-Level 5 Passes (Including English & Dhivehi) with minimum 2 years' experience in relevant field.

#### **OVERALL SCOPE**

Responsible to carry out the business development function of the Corporation and provide comprehensive administrative support.

#### **SCOPE OF WORK**

- Develop mechanism to deliver commercial project, under the guidance of HOS.
- Undertake research into the marketability and feasibility of planned projects.
- Prepare Request for Proposals and Bidding Documents of the commercial projects.
- Study product situation and customer views on Company products/services
- Continuously analyze the position of the Company and recommend ways to take advantage of the strength of the Company
- Forecast and identify new trends in the industry through market research.
- Plan, organize and implement business development strategies in consultation with supervisor.
- Prepare Business Plan and other required publications from the company.
- Formulate policies and procedures as directed by the HOD/supervisor and review, evaluate and update work methods and procedures as instructed by HOD.

#### **JOB SKILLS AND SPECIFICATIONS**

- Experience in relevant field will be an added advantage
- Basic knowledge of marketing & business concepts.
- Proficient with project feasibility and revenue estimation
- Should be an effective communicator verbally as well as through writing skills.
- Effective and successful negotiation skills
- Basic business management skills
- Should have extensive knowledge on Microsoft Excel
- Ability to manage multiple projects and work to tight deadlines
- Considerable knowledge of Government rules and regulations

#### **SALARY PACKAGE:**

Gross Salary between 10,800.00 to 12,900.00 based on qualification and experience.

#### **Application Process:**

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/alhnzo>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 22<sup>nd</sup> September 2020 (Tuesday)**

**Time: 14:00hrs**