



## **Manager, Authentic Maldives – Terms of Reference**

### **Introduction**

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

### **Scope of work**

The Manager, Authentic Maldives will be assisting the work of the Authentic Maldives Division under the supervision of the Director.

### **Responsibilities and scope of work**

Below are the key roles and responsibilities of the Manager, Authentic Maldives. This position requires good communication with the Director on day-to-day matters.

- Manage and oversee Authentic Maldives staff duty schedules and performance.
- Organize and manage Authentic Maldives outlets supplier files, logistical operations file, inventory file and all related correspondence.
- Act as a first point of contact between BCC Head office and Authentic Maldives outlets in communicating the shop operations and issues that may arise.

- Act as focal point of contact between Authentic Maldives and the vendors in addressing and attending to their inquiries and requests.
- Maintain and track inventory of Authentic Maldives (office inventory and products inventory) and manage reconciliation of inventory on a monthly basis.
- Prepare guidelines and SOP on receiving vendor products and requesting for low stock products.
- Ensure the security of the outlets are maintained at all times.
- Ensure the security of the inventory room in-store and BCC stock room that holds vendor products.
- Assist in the maintenance of Authentic Maldives outlets, attending to any damages to the shop and attending to any renovation requirements that arise.
- Manage the marketing activities of the shop, in coordination with BCC Marketing department, in promoting the shop
- Coordinate meetings and communicate with prospective stakeholders that are of interest to the Authentic Maldives outlet, in further promoting the shop or establishing new outlets in different locations.

### **Qualification and experience**

- Bachelor's Degree in Business Administration, Business Management, Accounting, Finance, or a relevant professional qualification.
- Four years relevant work experience
- Experience in a similar role would be an added advantage.

### **Key Competencies**

- Good mathematical skills
- Strong attention to detail
- Critical thinking
- Work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines
- Capable of handling work pressure, possess a collaborative personality, and be a team player
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics

### **Reporting**

The successful candidate will report to the Director of Authentic Maldives Division on a day-to-day basis.

### **Contract duration**

This is a full-time job, from the date of contract signing with 3 months' probation.

### **Remuneration**

This position will be paid a fixed remuneration of MVR 20,000.00 per month.

### **Working hours**

- 8:00am - 4:00pm weekdays with 1-hour lunch break.
- The successful candidate shall be available to work in the BCC premises during official working hours.