

TERMS OF REFERENCE


Post: Assistant Manager, Business Development

Reporting relationship: Director, Business Development and Marketing

Gross Salary: MVR 23,930

RESPONSIBILITIES AND DELIVERABLES

- Assist in identifying and evaluating potential housing projects that align with the corporation's objectives.
- Conduct market research to analyze trends, potential risks, and opportunities in the housing sector.
- Prepare detailed project proposals and financial models to attract financing and partnerships.
- Collaborate with the Business Development Manager to develop strategies for project implementation.
- Supervise and support the business development team, providing guidance and mentorship to enhance team performance.
- Facilitate team meetings to ensure clear communication of objectives and project updates.
- Liaise with internal teams and external partners to ensure alignment on project goals and deliverables.
- Assist in maintaining relationships with key stakeholders, including government agencies and financial institutions.
- Prepare and present regular updates and reports for senior management regarding ongoing projects and business development initiatives.
- Maintain accurate documentation of business development activities, project proposals, and progress reports.
- Analyze competitor activity and market conditions to inform business development strategies.
- Track industry trends to identify potential areas for growth and new project opportunities.

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- Monitor and evaluate the performance of investments and financial instruments, providing regular updates to management and stakeholders on key metrics, outcomes, and areas for improvement.
 - Lead and mentor a team of professionals within the investor relations unit, fostering a collaborative and high-performance work environment. Provide guidance, training, and development opportunities to enhance team capabilities and expertise.
 - Maintain and monitor Subordinates and comply to the internal and external policies and procedures.

EMPLOYEE SPECIFICATION.

- Master's degree in (relevant Field, e.g., Finance or Business Administration) with minimum 4 year of experience in relative field
- Bachelor's degree in (relevant Field, e.g., Finance or Business Administration) with minimum 5 year of experience in relative field

SKILLS AND COMPETENCIES

- **Market Research and Analysis:** Ability to conduct thorough market research, analyze trends, and identify opportunities for business growth.
- **Strategic Planning:** Capable of developing strategic plans to expand the business, enter new markets, or launch new products/services.
- **Project Management:** Experience in managing projects from inception to completion, ensuring timelines, budgets, and objectives are met.
- **Financial Acumen:** Understanding of financial statements, budgets, and cost management to contribute to profitability and financial health.
- **Financial modelling with Power Bi and development of informative dashboards and data management.**