

TERMS OF REFERENCE

Post: Senior Officer, Business Development

Reporting relationship: Director, Business Development and Marketing

Gross Salary: MVR 18,460

RESPONSIBILITIES AND DELIVERABLES

- Develop and implement strategic business development plans that align with the corporation's goals and objectives in the housing sector.
- Conduct comprehensive market research and analysis to identify new business opportunities, trends, and competitive landscape.
- Build and maintain relationships with key stakeholders, including government agencies, investors, and community organizations.
- Oversee the planning and execution of major business development projects, ensuring alignment with regulatory and compliance standards.
- Lead, mentor, and support the Officer and Assistant Officer in their roles, providing guidance on best practices and performance improvement.
- Prepare detailed reports on business development activities and outcomes for senior management and stakeholders, evaluating performance against set objectives.
- Contribute to the development and review of policies and procedures related to business development in real estate.
- Oversee the budget for business development initiatives, ensuring efficient allocation of resources

EMPLOYEE SPECIFICATION.

- Bachelor's degree in (relevant Field, e.g., Business Administration or Marketing) with minimum 2 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.**

