

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

FINANCE AND BUSINESS DEVELOPMENT DIVISION	
Post title:	Business Development Manager
Section :	Business Development
Reports to:	Director of Finance and Business Development
Academic qualifications:	<ul style="list-style-type: none"> • Minimum requirement is a Bachelor's Degree in marketing, business administration, accounting, finance or another related field. • A Master's degree in Business Administration would be desirable.
Professional experience/Knowledge:	<p>The incumbent must:</p> <ul style="list-style-type: none"> • Should have marketing experience and a firm grasp on budgeting and finance; • Proven experience working as a Business Development Officer or experience working in similar positions, such as a Business Developer; • At least 3-5 years of experience in business, marketing, finance, sales or a related field; • Proven track record of achieving or exceeding sales targets; • Experience managing budgets and reviewing financial statements; • Familiarity with CRM (Customer Relationship Management) software/systems and Microsoft Office suite;
Additional Criteria (Skills & knowledge)	<ul style="list-style-type: none"> • Should have strong business acumen; • Outstanding negotiation and decision-making aptitudes; • An innovative mindset that allows incumbent to visualize and implement business solutions; • Should value teamwork and encourage his/her team mates to present ideas or make suggestions that better their development strategies.

<p>Essential Abilities:</p>	<ul style="list-style-type: none"> • Strong business knowledge and experience interpreting financial data; • Ability to effectively research new markets; • Familiarity acting as a Business Development Officer or related role; • Outstanding logical, problem-solving and administration skills; • Productive communication capabilities; • Robust business understanding; • The ability to identify and assess new business opportunities; • Analytical and detail-oriented; • Advanced time management and organizational skills; • Decision-making and leadership skills; • Excellent written and verbal communication skills • Excellent communication and negotiation skills; • The ability to work in a fast-paced environment.
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Job Purpose

The **Business Development Manager** is responsible for overseeing the implementation of business development strategies in order to improve and increase UniSey’s profitability.

The Manager’s main goal is to identify opportunities for business growth and create marketing strategies based on those opportunities in order to **meet and exceed** revenue goals.

The Manager will also work closely with the Executive team and cross-departmental /sectional leaders to determine the most viable, cost-effective approach to pursue new business opportunities;

Main Duties and Responsibilities

The role entails the following responsibilities:

1. Develops and sustains solid relationships with UniSey’s stakeholders;
2. Analyses customer feedback data to determine whether customers are satisfied with UniSey products and services in collaboration with marketing section;
3. Encourages new and existing clients by creating and improving proposals;
4. Provides insight into product development and competitive positioning of UniSey;
5. Analyses current and past financial data and develops effective strategies to reduce costs and increase UniSey’s revenue;
6. Tracks expenses and maintains UniSey’s budget;
7. Ensures that UniSey is able to achieve revenue targets;
8. Identifies UniSey’s products and services that are underperforming, develops an in-depth knowledge of UniSey’s offerings, pricing, and policies, and improves existing sales proposals;
9. Takes the lead on market research plans to identify new business opportunities;
10. Collaborates with the executive team to determine the most viable, cost-effective approach to pursue new business opportunities;
11. Works with the Marketing team to implement marketing strategies and new opportunities;
12. Meets with potential stakeholders/customers to present UniSey offerings and negotiate business deals;
13. Develop and implements a training and development programme for team members;
14. Develops and maintains key performance indicators for new business;
15. Develops and regularly updates a comprehensive business development plan, with targeted goals, objectives, methods, quantifiable outcomes and timelines to achieve sustainability and annual

- budget goals;
16. Undertakes any other related duties as assigned by the FC .

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives and attends training programmes as identified and agreed for appropriate development

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University’s core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University’s commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University’s health and safety objectives are contained in the UniSey’s Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date:

