



## WE ARE HIRING

### ASSISTANT MANAGER, BUSINESS DEVELOPEMENT

**AGRO/HR/2023/11**

**NO. OF VACANCY:**

- 01

**VACANCY TYPE:**

- Fulltime

**DEPARTMENT:**

- Business Development

**REMUNERATION:**

- Basic Salary: MVR 10,000/-
- Service Allowances: MVR 3,000/-
- Attendance Allowance: MVR 2,500/-
- Fixed Allowance: MVR 2,500/-
- Hardship Allowance: MVR 1,500/-
- Phone Allowance: MVR 450/-

**QUALIFICATION & EXPERIENCE:**

- Undergraduate Degree in Business or related field with 3 years' experience in the field. Master's degree with experience preferred.
- Ability to work with minimal guidance and meet deadlines.
- Financial understanding and knowledge would be an added advantage.
- Able to work overtime as and when required.
- Excellent written and oral communication skills.
- Ability to manage complex projects and multi-task.
- High level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Determined and highly motivated, with ability to work without close direction.
- Work with teams and meet targets and deadlines.

**IMPORTANT RESPONSIBILITIES MAY INCLUDE, BUT NO LIMITED TO:**

- Plan and manage all works of the Product Development and research section.
- Seek ways to improve the ways the business operates.
- Research and identify new business opportunities – including markets, growth opportunities, customers, partnerships, products, and services.
- Preparing reports for internal and external purposes.
- Take a leading role in developing business proposals/plans that create and foster opportunities and partnership.
- Attending conferences, meetings, and events.
- Must be able to travel when required.
- Gauge farmer feedback on products, identify gaps in business direction and provide feedback for new product ideas.

- Plan and conduct field research to remain up to date with the products available on the market and newly introduced products relevant for local agricultural business development.
- Collaborate with funders, program officers, country representatives, and other staff to conceptualize and design proposals for new and follow-on project activities.
- Assess project proposals and advise management on new opportunities and business development prospects.
- Engage with stakeholders, seek funding opportunities, and collaborate with funders, program officers and other relevant departments to design and follow-up on proposals and project activities.

**WORKING HOURS:**

- 08:00am to 16:00pm (Sunday to Thursday; and Saturdays if needed).

Interested Applicants are invited to submit the following documents to [hr@agronational.mv](mailto:hr@agronational.mv)

- Job Application Form
- CV
- Copies of accredited certificates
- Reference from previous employer
- Clearance Letters from both Maldives Police Services and Anti-Corruption Commission Report
- ID card

The deadline for submission of application is **1500hrs, 16<sup>th</sup> May 2023**. Incomplete Applications received after the deadline will not be considered.

Interested candidates may contact AgroNat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send all queries related to this to [hr@agronational.mv](mailto:hr@agronational.mv).

**ONLY SHORTLISTED CANDIDATES WILL BE CALLED FOR INTERVIEW!**