



Reference Number: (IUL)MITDC-HR/MITDC/1/2019/5

14th March 2019

Job Vacancy

Job Title	Senior Officer, Business Development & Marketing
Department	Business Development & Marketing
Salary	Gross Pay: MVR 12,000.00
Place of Work	Corporate office of MITDC at 5 th Floor, Velaanaage, and project sites
Duties and responsibilities	<ol style="list-style-type: none"> 1. Research, locate, define and target key business and marketing prospects. 2. Create business development and marketing strategies; identify roadblocks and drive new business from conception through closure. 3. Nurture and maintain relationships to achieve business targets with prospective partners and clients. 4. Coordinate and help to produce proposals as assigned, ensuring that proposal meet funder/investor specifications and deadlines as well as quality standards in the industry and conduct research for and draft proposal sections as necessary. 5. Maintain correspondences of the department by drafting, maintaining documents and manage all the correspondences and reports of the department. 6. Take part in meetings where required and to write and maintain minutes of the internal and external meetings. 7. Maintain accurate information and documents of all clients and partners. 8. Maintain accurate information in database and assist with conducting analysis of proposal development; Maintain accurate and timely digital files. 9. Arrange travels and visit project sites when required. 10. Assist in Managing events of the corporation and travel when required. 11. Prepare and give presentations and tours of the Corporation and projects sites to clients and investors.