



BUSINESS DEVELOPMENT MANAGER - (1 POST)

Ker & Downey Safaris (T) Ltd is a registered Tanzanian Company under Companies Ordinance (Cap. 212) and a leading Hospitality and Tourism Services company with its Operations in Arusha Regions.

We are currently looking for Business Development Manager to be part of our team and provide support to all our tourist facilities.

KEY RESULT AREAS/ESSENTIAL FUNCTIONS

1. Real Estate Development and Management:

Oversee Ker & Downey Safaris (Tanzania) Ltd Real Estate Development and Estate Management, to include;

- The drafting and compilation of a strategy document which on approval will be incorporated into a business plan which details among other the below:
- Market analysis and feasibility studies of the options of land use under Selian City Master Plan.
- Securing tenants and lease rights to the property and land
- A plan for sustainable use of the Friedkin Recreation Centre (FRC) buildings and facilities (gym, soccer fields etc.)
- Survey and reporting of proposed land use options.
- Site plans, development plans, and building plans of planned projects.
- Infrastructure improvements required and annual Capex budgets.

2. Estate Management:

- Assess current tenants and formalize legal agreements.
- Arrange executed legal contracts of new proposed tenants.
- Produce a summary of all contractual income from tenants and facility users to the Finance Department to allow invoicing and payment recovery.
- Liaise with the Finance Department to compile and submit usable reports to the BDM on status of Estate Turnover and receivables of tenants and facility users
- Include commentary in real estate monthly report on Accounts Report to Management Team.

3. Project Management:

- Be part of the project management team to head up systems implementation roll outs which include Sage, ResRequest, TourPlan.
- This roll will not only be limited to the above programs and may include any other systems the company identifies that will streamline its operations.
- They may take the lead on some of the above projects and will then head up the project team and work together to plan all of the required steps and goals to ensure the company

achieves successful project conclusion.

- Propose a project team and draft a project charter, PM tools (GANTT) and time lines
- Researching, managing change, performing needs assessment, and properly sequencing tasks.
- Ensuring overall compatibility with existing IT technology (IT Dept.)

Execution:

- Executing the project plan to create the deliverables of the project.
- Team communication and host daily/weekly meetings to discuss status and any project bottlenecks/blockers.
- Monitor and control the work for time, scope, quality, risk, and other factors of the project.
- Controlling costs and maintaining budgets.
- Monitor and control: Use PM tools in place to monitor progress and report finding to Management Team.
- Project Closure: Draft final workflow documents and SOPs and ensure all staff are trained.
- Transfer ownership of the project team to respective department.

4. Overall Strategic Company Investments:

- Assistance with any work related to new investment opportunities as identified by the company.
- Ensuring up to date market information is gathered around this so as to strategically position the company within the respective market.

PROFESSIONAL AND INTERPERSONAL DETAILS

Education:

- Bachelor Degree in Business Administration.
- An advanced level of computer literacy with special focus on hospitality data use systems, as well as, Microsoft Excel, Word, PowerPoint and Outlook.

Experience and Skills:

- 5+ years' experience working in tourism hospitality.
- Project Management skills and coordination.
- Ability to effectively listen, communicate and perform diplomatically with internal and external stakeholders, agents, guests and staff in all situations.
- High level of leadership skills as well as a team player who demonstrates the ability to build and develop successful department.
- Have the ability to work through periods of high demand and ready to work on weekends.
- Be talented leader able to deal with people of different levels.

Applicants are invited to submit their CV's/Resume's and copy of certificates to HR Office through Reception (for hard copies) or via e-mail to: Recruitment@tgts.com

We offer equal employment opportunities to qualified men and women. If you are not contacted by HR Department within thirty (30) days after the closing date, you should consider your application as unsuccessful. Short listed candidates may be subjected to any of the following; competency assessment; physical capability assessment and reference checking. Please forward applications before 15th August 2019.