



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF PUBLIC SERVICES

VACANCY ANNOUNCEMENT



POST TITLE: Business Development Officer
ORGANISATIONAL UNIT: Directorate of Public Services (DPS)
University of Dar es Salaam (UDSM)
DUTY STATION: Dar es Salaam

Background

The Directorate of Public Services (DPS) is one of three directorates under the Deputy Vice Chancellor - Research (DVC - R). It is responsible for coordination and management of Continuing Education (CE), Consultancy (University Consultancy Bureau) and industry linkage services. The functioning of DPS requires a Business Development Officer to support its daily operations and coordinate development and marketing of CE, UCB and Industrial Liaison activities.

The Business Development Officer will provide efficient and effective business forward-looking services for the Directorate. The Business Development Officer reports to the Director of Public Services on matters related to day-to-day business, marketing and development operations.

KEYROLES AND RESPONSIBILITIES:

- Lead the charge on market research plans to identify new opportunities;
- Working with the Director and Heads to implement marketing strategies and new opportunities;
- Encouraging new and existing clients by creating and improving proposals;
- Ensuring that the directorate meets revenue targets;
- Assist the directorate in defining the market and estimating likely national demand for UDSM's Continuing Education and consultancy services;
- Assist in developing techniques for enhancing the market uptake of CE and consultancy services offered by UDSM and its units;
- Review marketing progress report and advises on relevant follow-up action;

- Engage in pitching, sales and bidding processes for CE and strategic consultancy services under the Directorate;
- Advise and monitor branding of CE and Consultancy services coordinated by the Directorate;
- Coordinate the preparation of training materials, graphic and multimedia contents for various courses in CE and consultancy services selling, and taking part in training of staff involved in;
- Perform any other duties and responsibilities assigned by supervisor at DPS or the office of DVC-Research.

Qualifications:

- Holder of Bachelor Degree in Business Studies with specialization in Marketing, Business Administration (majoring in marketing), Entrepreneurship or equivalent qualification from a recognized institution;
- Working experience of at least four years in related field;
- First Degree with minimum GPA 3.0 in Marketing from a recognized University will be an Asset;
- Experience working with various development and marketing management programs;
- Possess good writing, editing, and verbal communication skills;
- Proficiency in MS Office, specifically MS Word, PowerPoint, and Excel,
- Ability to solve problems creatively, undertakes detailed work, and work well as a member of a team;
- Professional work ethics including, accuracy, efficiency, thoroughness, the ability to handle multiple tasks, deadlines with limited supervision and work effectively under pressure;
- Excellent interpersonal and organizational skills; and
- Readiness to accept challenges and learn new things to cope with changing demands of a program.

Duration of the Assignment: One-year renewable contract depending on performance and availability of funds.

Remuneration:

Attractive package will be offered to the right Candidate commensurate with his/ her qualifications and experience in accordance with Government circulars and directives.

Mode of Application:

Interested candidates should apply in confidence to the Undersigned enclosing: -

- i Signed Application letter addressing the list of competencies;
- ii Curriculum Vitae (CV) with names and Addresses of three (3) Referees;
- iii Certified copies of relevant Certificates and Transcripts;
- iv Mode of communication, e.g. telephone, e-mail, fax etc.; and
- v Recent two (2) Passport Size Photos

NOTE:

- i Applicants currently employed in the Public Service should channel their application letters through their respective Employers;
- ii Only shortlisted candidates will be contacted for an interview; (iii) Incomplete applications will not be processed;
- iii A signed application letter should be written in either Swahili or English and addressed to:
Deputy Vice Chancellor - Planning, Finance and Administration
University of Dar es Salaam,
P. O. Box 35091,
Dar es Salaam.

1. MODE OF SUBMISSION

All applications must be sent through UDSM recruitment portal by using the following address: https://hrmis.udsm.ac.tz/hrportal/index.php/application_list and not otherwise.

DEADLINE

The deadline for application is 14 days from the first appearance of this advertisement.

