

JOB DESCRIPTION

Position Title: Business Development Director

Reports to: Managing Director

Purpose of position:

Responsible for identifying and developing new medium- and long-term business opportunities. A full member of Exco, the role is responsible for overseeing the Commercial and IT departments of the business.

KEY PERFORMANCE AREAS

- Assists in the development and assessment of new business opportunities and proposals.
- Recommends new products, initiatives and services in conjunction with Exco.
- Proposes and analyses possible new strategic partnerships.
- Budgeting and resource management for support functions (Commercial, IT dotted line to Communications).
- Commercial Management and strategy.
- ICT management and strategy oversight.
- Sponsorship and where relevant management of selected Strategic and Operational ODC projects.

KEY RESPONSIBILITIES

Strategy

- As a member of EXCO, contributes to the development of ODC's corporate strategy and business plans.
- Develops, advises and implements the Commercial, Business Development and IT strategies ensuring alignment to ODC's overall corporate objectives.
- Oversees the successful delivery of key strategic and as well as selected operational projects.
- Contributes to the discovery and realisation of new opportunities and strategies for the growth and diversification of the overall business.
- Assists in the review of corporate objectives against appropriate alignment with Ministry strategy.

Financial and Risk Management

- Proposes departmental (IT, Commercial, Business Development) budgets to ensure optimal utilisation of resources.
- Contributes to Company budget decisions.
- Assesses the risk environment with respect to, IT and Commercial processes, and identifies and manages key risk.

Business Development

- Develop and assess new business opportunities.
- Analyse emerging industry trends and recommend actions and strategies based on value adding or growth opportunities.
- Test current business framework and assist in identifying improvements and potential efficiency gains.

Project Management

- Delivers select key strategic projects for the company
- Oversees the implementation of selected operational projects

IT Management

- Responsible for the delivery of the Company's IT strategy. Drives innovation and new approaches to IT
- Works with other EXCO members to identify business requirements for new technology implementations.
- Oversees the implementation of all IT projects, including IT governance and security.

Stakeholder Relationship Management

- Assists in managing relations with various stakeholders including the government and private industry players such as MMEWR, DeBeers, DBGSS
- Interacts with the media where appropriate to build the brand and presence of ODC especially in respect of future strategic projects.

Staff Management

- Contributes to the effective implementation of the performance management process and the availability of the right people for each function.
- Determines staffing and competency requirements for the IT and Commercial Departments.
- Approves recruitment for vacant positions in the departments, participates in the selection process and makes the final decision on the selection of direct subordinates.
- Develops and implements succession plans for the departments, making sure that appropriate strategies and training are in place.
- Deploys staff within the department, agrees performance contracts with individual job holders, and assesses performance against agreed standards and targets.
- Monitors staff behaviour and enforces implementation of ODC disciplinary code, including taking appropriate disciplinary action in line with laid down procedures.

POSITION REQUIREMENTS:

Qualifications and Experience

- Business/Commerce management related degree coupled with appropriate Executive Development Programme.
- 10 to 15 years' Managerial or strategic decision-making experience including substantive experience operating at a senior level.

Technical Skills

- **Technical Know How:** Demonstrated Commercial knowledge at senior / executive levels in a business environment. Understanding of the dynamics of International markets and how they operate and behave.
- **Industry Knowledge:** Knowledge of the whole value chain of the local and international diamond industry an added advantage.

Key Competencies:

- Strategy
- Risk Management
- Leadership and Management
- Concern for Political Impact
- Attention to Detail
- Analytical Skills
- Results Oriented
- Judgment and Decision Making
- Business Acumen
- Resilience
- Verbal Communication
- Written Communication
- Negotiation and Advocacy
- Relationship Management
- Project Management
- Teamwork