

ZCCM-IH PLC

JOB DESCRIPTION

5.12.1 IDENTIFICATION SECTION

JOB TITLE	:	Business Development Analyst
GRADE	:	ZH4
DEPARTMENT	:	Investments

5.12.2 JOB PURPOSE:

To conduct in-depth research, analysis and data collection in order to propose new investments in the company.

5.12.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Business Expansion	<ul style="list-style-type: none">• Using the project status report, collects necessary information for the proposal development process• Collects data on current market trends and developments in order to assist the manager make informed decisions
Analysis	<ul style="list-style-type: none">• Analyses the background of investment options being offered in relation to current market trends;• Collects and analyses competitive strategies• Measures the effectiveness of current marketing strategies with a view to improving the same.• Collects information for the PESTEL analysis and any other relevant tools in assessing the Risk exposure
Networking	<ul style="list-style-type: none">• Builds and maintains excellent relationships with colleagues and potential investment partners
Report Writing	<ul style="list-style-type: none">• Writes reports and prepares thorough presentations of proposals to the manager and the investments team.

Recommendation	<ul style="list-style-type: none"> Proposes recommendations that would cater for current needs and demands of the portfolio and company
Conceptualisation	<ul style="list-style-type: none"> Conceptualises innovative ideas that will help re-invent marketing strategies and provides greater opportunities for growing the business.

5.12.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Business Development Manager
- b) **Other Jobs Reporting to (4a) above:**
Environmental Expert
Technical Expert
- c) **Number and level of immediate subordinates:**
Nil

5.12.5 ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

- a) **Professional Qualification:**

Grade 12 Certificate
Bachelor's degree or professional qualification
Professional membership
- b) **Minimum Relevant Pre-Job Experience:**

2 years' experience in a similar position
- c) **Skill Specifications:**
 - Negotiation skills
 - Communication skills
 - Computer skills
 - Interpersonal skills
- d) **Other Attributes (Personality Traits)**
 - Persuasive
 - Pleasant