ZCCM Investments Holding Plc

Incorporated in the Republic of Zambia

 **JOB ADVERTISEMENT**

The Company invites applications from suitably qualified and experienced persons who are innovative, energetic and performance driven to fill the position of;

**BUSINESS RESEARCH ANALYST (ZH4) ONE POSITION**

*Please refer to the job description below for detailed information about the job.*

Applications together with copies of certificates and detailed curriculum vitae should reach the undersigned not later than Friday 16th October 2020

Human Resources Manager

ZCCM Investments Holdings Plc

ZCCM IH Office Park, Alick Nkhata Road

P O Box 30040

**LUSAKA**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ZCCM-IH PLC**

**JOB DESCRIPTION**

**­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **IDENTIFICATION SECTION**

 **JOB TITLE :** Business Research Analyst

 **GRADE : ZH4**

 **DEPARTMENT :** Investments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **JOB PURPOSE:**

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

 **KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES**

|  |  |
| --- | --- |
| **KEY RESULT AREAS** | **PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)** |
| Research | Uses various quantitative and qualitative research tools and market research methods to obtain data at national, regional, and international levels;Proposes and identifies newer methods of market research to collect and record data in a more organized manner;Records and maintains information compiled through research;Uses advanced tools and software that capture as much data as possible in order for the organization to obtain necessary information. |
| Analysis | Analyses the background of products or services being offered in relation to current market trends;Collects and analyses competitive strategies, prices and sales methods;Measures the effectiveness of current marketing strategies with a view to improving the same. |
| Report Writing | Writes reports and prepares thorough presentations of such data. |
| Recommendation | Proposes recommendations that would cater for current needs and demands. |
| Conceptualisation | 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:**

 Business Development Analyst

**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

 Research Skills

 Computer skills

 **d) Other Attributes (Personality Traits)**

* Persuasive
* Pleasant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_