



JOB DESCRIPTION

JOB TITLE: BUSINESS DEVELOPMENT OFFICER		
DIVISION: Research & Development	BRANCH: Business Development	SECTION: Business Development
REFERENCE NUMBER: TPA.08	DESIGNATION/CLASSIFICATION: Business Development Officer, Grade 8	POSITION No.: RD.026
REPORTING TO: Senior Business Development Officer	DIRECT REPORTS: Nil	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Business Development Officer Date:	APPROVED BY: Director - Corporate Affairs Date:

POSITION SUMMARY:

- The Business Development Officer reports to the Senior Business Development Officer and is responsible for advising accepted business principles and procedures in Public-Private partnerships in marketing and promoting Tourism products in the Tourism Industry. His role is to help small businesses in advising and managing small businesses involved in Tourism Promotion and product development.

KEY FUNCTIONS AND RESPONSIBILITIES

General Duties

- Plan and develop business activities in Tourism Promotional activities and product development
- Liaise with Provincial Coordination and product Development Officer to promote small tourism operators in advising business management and seeking capital
- Liaise with other Divisions on formulating Policies
- Provide advice to Tourism Product developers in managing their business
- Provide advice to Local Tourism Business operators on product market and demand
- Communicating with product developments to prospective clients
- Follow up on new business opportunities and set up meetings with clients
- Prepare planning and presentation on business proposals to clients
- Oversee the development of the marketing literature
- Contribute and develop ideas for direct Tourism product marketing to new customers
- Develop new and existing partners to ensure relevant capacity is really available to deliver and achieve new products.
- Liaise with Local and International Agencies to identify and develop new products opportunities
- Ensure Partners are managed against agreed financial profiles with under / over performance been proactively managed, implementing and managing improvement plans where necessary.
- Write up business management reports
- Provide Management with feedback
- Undertake other business-related duties as may be reasonably required from time to time.
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- Liaise with tourism industry members to gauge the views, and opinions on the development of tourism industry projects;
- Participate in the establishment and implementation of short and long-term organizational goals and objectives relating to impact tourism projects;

- Provides support in all efforts to meet and maintain accreditation standards among the industry's various clinical and educational programs;
- Ensure that standards are met on an ongoing and consistent basis across all projects;
- Represent PNG tourism industry in economic sector meetings domestically;
- Represent the PNG tourism industry in regional meetings, negotiations, workshops, seminars, and conferences;
- Perform miscellaneous job-related duties as assigned

Quality Customer Service

- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Provide support in creating a high-performing team culture in the Research & Development Division to meet and exceed customer expectations;

Occupational Health and Safety

- Perform duties safely and responsibly by PNGTPA OHSE policies.

Quality of Work

- Ensure to display quality of work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Support to encourage and create a culture of high performance and continuous improvement in the Research & Development Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's Degree in Public Policy, Business Economics, Tourism and Hospitality Management, or related fields;
- Minimum 3- 5 years of work experience in a similar capacity in the public or private sector;
- Demonstrated experience at the officer level in Project Management for a diverse, complex organization;
- Extensive knowledge and experience in the tourism industry in PNG.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization
- Ability to resolve conflict, handle complaints and manage complex situations;