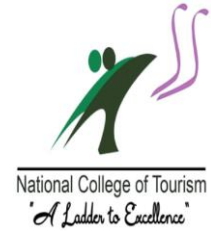




United Republic of Tanzania
Ministry of Natural Resources and Tourism
NATIONAL COLLEGE OF TOURISM



EMPLOYMENT OPPORTUNITY

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24th, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

Therefore, NCT through its established **UTALII AND UKARIMU COMPANY LTD** is looking for an open minded, creative and competent qualified candidates to work in a dynamic organisation. The College invites applications for the following posts;

BUSINESS MANAGER - ONE VACANCY

1.0. Position Summary:

- 1.1.** As a **Business manager** under the direction of the Board of Directors of the Utalii and Ukarimu Company Ltd, you are responsible to develop and foster business through pro-active direct sales, marketing. Also develop strategic plan to drive measurable, incremental sales revenue.
- 1.2.** Identify areas of opportunity in performance and recommend plans, resources required and expected returns to the business;
- 1.3.** Essentially, **Business manager** run the day-to-day operations of **Utalii & Ukarimu Co. Ltd**, including planning, building team work, ensuring facilities are properly used and maintained, and
- 1.4.** Ensuring financial reports are timely prepared and submitted to the Board.
- 1.5.** Should run the business in accordance with standard operating procedures and policies as set out by Company.

2.0. Duties and Responsibilities:

- 2.1. Responsible to **Utalii & Ukarimu Co. Ltd**'s Board of Directors
- 2.2. Update action plans and financial objectives quarterly.
- 2.3. Identify new markets and business opportunities and increase sales/revenue.
- 2.4. Represent **Utalii & Ukarimu Co. Ltd** in various events and exhibition.
- 2.5. Coordinate and implement sales and marketing strategies for the company
- 2.6. Able to provide Quick and timely responses, and develop professional business relationships.
- 2.7. Provide the highest quality of service to the customer at all times.
- 2.8. Executes and supports the operational aspects of business
- 2.9. Develop strong relationships with team to ensure working in unity and always striving to achieve the same goals.
- 2.10. Builds and strengthens relationships with existing and new customers

3.0. Prerequisites:

- 3.1. Proven success in a similar role and environment.
- 3.2. Empathy towards your customers and colleagues.
- 3.3. Pride and attention to details.
- 3.4. Polished personal presentation with Warm, confident and hospitable personality.

4.0. Education:

- 4.1. Bachelor degree/Diploma of hotel /restaurant management from an accredited university/college in hospitality industry Management,

5.0. Experience:

- 5.1. 3 to 4 years experience in the hospitality industry (hotel management) or related professional area.

6.0. Remuneration

- 6.1. Attractive remuneration package will be offered based on experience and performance

7.0. Mode of Application

- 7.1. Applications should be addressed to:

Chief Executive Officer,

National College of Tourism

P.O.BOX 9181

DAR ES SALAAM.

Email: ceo@nct.ac.tz

Only shortlisted candidates will be contacted

The application deadline is 30th April 2021.