

## ToR for **Associate Analyst** – Business Development & Strategy Division, DOI, DHI

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### **Overall Job Description**

The Associate Analyst shall be responsible for assisting the Associate Director/Sr. Analyst in conceptualizing and carrying out pre-feasibility studies for new businesses and projects of DHI, and in monitoring the project feasibility studies.

### **Specific Responsibilities**

The Associate Analyst shall specifically assist the Associate Director/Sr. Analyst to:

- Scan business opportunities both in domestic and foreign markets
- Identify investment projects
- Formulate business plans
- Carry out pre-feasibility studies for investment projects
- Study feasibilities for mergers, acquisitions and consolidations of businesses or companies
- Develop project implementation models, guidelines and schedules
- Identify and set-up project governance and implementation teams
- Plan and secure other capacity building resources
- Formulate project promotion strategies
- Managing business contracts, consultants, and relevant stakeholders
- Provide technical backstopping to the project office (s) &
- Perform such other assignments, as required by the Sr. Analyst and Associate Director

### **Education & Experience Criteria**

He/she must be a graduate in BBA, BBM, B. Com, B.A., B.Sc. with major in Finance/Economics, with a min. of:

- 60% in degree if General degree, or 55% if Honours degree (Overall aggregate).
- 70% in Class XII (aggregate of English and four best subjects) and 70% in X (aggregate of all subjects)

### **Person Specifications & Attributes**

Additionally, he/she must have:

- Knowledge, skills and experience in verbal and written communication
- Strong negotiation and client management skills
- Ability to organize work and commitment to achieve targets and meet deadlines
- High Integrity/ethics, and the ability to meet the deadlines

### **Other requirements**

- DHI application form,
- Curriculum Vitae (CV) clearly indicating requirements referred to above,
- 2 referrals/recommendation letters from non-family related referees,
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (approved online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

### **Employment Type**

- Regular

### **Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing DHI pay scales and in line with the DHI Service Rules