

Terms of Reference for Sr. Analyst **Business Development & Strategy Division, DOI, DHI**

Overall Job Description

The Sr. Analyst shall be responsible for conceptualizing and carrying out pre-feasibility studies for new businesses and projects of DHI, monitoring the project feasibility studies and project deliverables, and ensuring the completion of projects assignments in a timely and cost-effective manner. He/she shall work under the direct supervision of the Associate Director, Business Development & Strategy Division.

Specific Responsibilities

His/her specific responsibilities are as given below:

- Scan business opportunities both in domestic and foreign markets;
- Identify and vet investment projects;
- Formulate business plans;
- Carryout pre-feasibility studies for investment projects;
- Develop project implementation models, guidelines and schedules;
- Identify and set-up project governance and implementation teams;
- Formulate and implement project promotion strategies;
- Manage business contracts and consultants;
- Liaise with relevant government authorities and agencies for obtaining the required clearances for essential services related to the projects, and garnering support in terms of government regulations and policies;
- Monitor the progress of all project works against the calendar of key events and ensure compliance with general requirements of engineering standards/practices as applicable for the projects,
- Provide other technical backstopping to the project office that are under construction or early phase of operation;
- Maintain a strong collaborative network across DHI and its Companies to support the implementation and monitoring of projects;
- Develop and maintain procedures and report documentation, and
- Carryout such other works as required by the concerned division and department.

Education & Experience Criteria

He/she must have:

- Master's Degree in Business/Economics;
- Bachelor's Degree in Civil Engineering with minimum 50% aggregate;
- Minimum 5 years of relevant work experience (excluding the study period).

Personal Specifications & Attributes

Additionally, he/she must have:

- Highly advanced business/project planning competence;
- Strong financial and analytical skills;
- Strong risk assessment ability;
- Strong negotiation and client management skills;
- High integrity/ethics and strong 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 (online), (4) Medical Fitness Certificate, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed)

Employment Type

- On Contract for 4 years initially (extendable based on individual performance and requirement of the Company).

Salary & Others Benefits

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