

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation that researches, develops, localises and diffuses technologies to accelerate socio-economic prosperity in South Africa. The organisation's work contributes to industrial development and supports a capable state.

Business Development Manager

About the job:

The CSIR has a vacancy for a **Business Development Manager** in the **CSIR Conferencing and Accommodation (C&A) portfolio** and will be placed at the CSIR Conferencing and Accommodation centre. The incumbent will be responsible for providing strategic planning and management of the reservations, sales and front of house functions of the C&A group (CSIR International Convention Centre (ICC), Knowledge Commons, Entabeni and Newton). This position is based in **Pretoria**.

Key responsibilities:

Strategic planning

- Keep abreast with the industry developments and trends and contribute to the C&A business plan;
- Lead Front Office, Sales and Reservations teams (reporting departments) to ensure that their service and product offerings remain competitive, cutting edge and of a 5-star standard;
- Assist in the development of the marketing and sales strategy in collaboration with the Marketing Manager and sales team, including setting specific product/service sale targets, competitive activity, sales effort, and promotions programmes.

Operations

- Develop and implement operational plans for reporting departments in line with the CSIR C&A marketing strategy to ensure that the C&A achieves its sales targets;
- Oversee the implementation and ongoing update of Standard Operating Procedures (SOPs) and operational documents for reporting departments;
- Monthly, quarterly and annual reporting for reporting departments;
- Develop and maintain relationships with key clientele and suppliers, officials and influential individuals to develop opportunities to promote and gain support for the C&A Group, its capabilities and capacities, and its initiatives in order to ensure healthy relationships and partnerships are developed and maintained contributing to the C&A Groups' success and desired position in the marketplace.

Finances

- Coordinate annual and periodic pricing and product reviews and price setting groups products and services in consultation with the team and formulate annual and monthly revenue projections and sales targets, monitor and control to ensure that the group remains competitive and that sales targets are achieved in a sustainable manner conducive to growth;
- Ensure that all reporting departments adhere to expenditure budgets and achieve budgeted income;
- Ensure efficient control and use of, planning and budgeting for, operating and capital equipment, for all reporting departments;
- Manage the C&A Group's (ICC, Knowledge Commons, Entabeni and Newton) client contract terms and conditions and deposit policy and manage negotiations with clients regarding deviations to policy in order to minimise risk to the CSIR.

Human Resources

- Ensure that reporting departments are correctly resourced and skilled to support the C&A group's delivery on its business plan;
- Oversee and execute ongoing and regular performance management for reporting departments;
- Plan and oversee training for reporting departments;
- Manage and administer the CSIR ICC sales commission scheme for participating staff;

SHEQ

- Perform duties and take responsibility for SHEQ matters within department and embed a culture of SHE awareness and compliance amongst staff.

Qualifications, skills and experience:

- National diploma in business or hospitality management with five years' experience in a similar role in a four- or five-star convention centre or hotel with large conference facilities;
- Experience in management, sales, front of house and reservations in a four- or five-star convention centre;
- A proven track record of successful business growth/business development;
- Proven consumer-focused experience;
- Brand building and product development skills;
- Analytical skills;
- Assertiveness skills;
- Strategic partnerships and relationship building skills;
- Business acumen skills;
- Performance driven;
- Strategic thinking skills;
- Team management skills;
- Influencing and negotiating skills;
- Planning and organising skills;
- Resource management;
- Presentation skills;
- System proficiency and task implementation skills.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Job title: Reference No: 313459)**

Closing date: 29 February 2024

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please email us at Recruitment02@csir.co.za Please do-not send application to this mailbox, it is only for inquiries.

*The CSIR is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the CSIR, the applicant understands, and agrees that the CSIR may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. **The CSIR reserves the right to remove the***

advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.