



Job Description

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|--|---------------------------------------|--|
| Job Title Manager: Advisory | Job Location Dar es Salaam | Category - |
| Job Type Full Time | Job level Middle-Management | Industry Business Services / Consultancy |
| Open to Expatriates Only Open to Tanzanian Nationals | | |

Minimum Requirements

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|--------------------------------|------------------------------|---|
| Min Budget - | Max Budget - | Primary Industry Business Services / Consultancy: 3 Years |
| Secondary Industry - | Primary Category - | Secondary Category - |
| Certificate - | Qualification - | |

Summary

We are looking for an experienced and professional Manager: Advisory who will be responsible for successfully leading and growing the Learning & teambuilding business.

The goal will be to always meet clients' needs by providing them with an exceptional learning experience from initial contact to project-closure. The Manager: Advisory will be involved in creating and delivering Leadership Development Programmes, soft skills training courses, Staff Retreats, facilitating experiential teambuilding experiences and moderating a range of client events.

Responsibilities

Leadership & Strategy (25%)

- Research and develop training leads & identify upcoming annual events & retreats
- Advise clients on best learning & development practices
- Explore market best practice in learning and implement appropriate best practices at the organisation
- Innovate and strategize on first-to-market techniques and ideas for learning & events and create business cases to take them to market
- Monitor and constantly reduce the cost of our Learning & Events
- Manage and develop Advisory Coordinators (coaching, training & supervision)
- Provide a weekly status report to the Partner Advisory
- Upskilling & inducting new Coordinators
- Cross-Sell all other services to clients and event attendees
- Represent the company at networking events, on public panels and stakeholder events where appropriate

Client Management & Business Development (35%)

- Communicate with clients to get a clear view on their learning & development needs and business goals
- Build long-term client relationships as part of our business development strategy
- Write proposals and tender documents for learning and team building assignments
- Conducting in-depth client briefing for each assignment
- Attend client meetings and pitch Learning & Events services
- Coordinate client learning sessions & events in locations across the nation
- Draft Project Agreements & contracts for clients
- Attend Client briefing calls and generate meeting summaries
- Build a quality relationship with internal customers and external clients

- Business Development Calls: check in with clients and scope new learning assignments & events
- Ensure a Report is delivered to every client after each learning session or event

Content Development & Delivery (30%)

- Facilitate workshops for a diverse range of clients
- Create training content and design engaging learning agendas that deliver on objectives of session
- Create interactive decks for use in workshops in-person and virtual delivery platforms
- Travel as per client requirements to facilitate

Market Intelligence (10%)

- Research into client's company
- Research into competitors and marketplace
- Maintain a client calendar to capture their annual events for effective business development
- Tracking tenders in newspapers, LinkedIn & other platforms
- Use social media to engage with clients and trainees professionally in an engaging way

Education & Qualifications

- Bachelor's degree in Human Resources, Education, or related field

Requirements

- 3 years of experience in learning and/or team building or similar role
- Fluent English & Kiswahili
- Strong Leadership Skills
- Strategic thinker who spots trends and a change champion
- Excellent interpersonal & analytical skills
- Master-Networker in person and online
- Excellent understanding of the principles of adult learning
- Critical thinker and problem-solving skills
- Good time-management skills
- High energy individual that has inspirational qualities

Characteristics

- Ambitious
- Assertive & Extroverted
- Energetic & Enthusiastic
- Confident
- Highly persuasive & Motivational
- Desire to coach & guide

Reporting To

Partner: Advisory

Driving Licence

Not Required

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