**JOB DESCRIPTION**

1. **General information**
   1. Name of job holder:XXXXXXXX
   2. Job title: Sales Specialist
   3. Name of supervisor: Boitumelo Mokgatla-Moipolai
   4. job title:COHRED Africa Manager
2. **Main purpose / objectives / functional aspects of the job**
   1. Be familiarized with the software to be able to market it
   2. Proactive contact of existing and potential new users
   3. Sales target to reach
3. **Key performance / result areas (KPAs)**
   1. Target to sell 25 new packages of Rhinno Ethics in 2014
   2. Target to sell 50 new packages of Rhinno Ethics in 2015
4. **Specific tasks need for implementation of the above KRSa/KPAs:**
   1. Study the software package, different features
   2. Mapp the existing and potential market
   3. Analyse opportunities and priorizize marketing efforts
   4. Frequent contacts (in person or at distance) with customers
   5. Feedback from users to be shared with Boi, IT team and Senior Fellow (ethic expert). Fluid interaction between product development team and the field.
5. **Organisational chart – indicating reporting lines**

Report to Boi primarly who will coordinate and prioritise contents and decisions about the programmes with the IT team and content group

Support in logistics/marketing from Director of Operations

1. **Qualifications, competencies and experience**
   1. **Formal education requirements**

* **Minimum qualifications**

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| Marketing/economics or sales degree |

* **Ideal qualifications**

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| Already exposed to software direct sales, preferably in a health/scientific environment |

* 1. Given minimum educational qualification, **what is the minimum period of relevant experience required** to be considered for the job?
* **Describe type of experience required**

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| A couple of years in similar sales position. Strong exposure to users needs and demands |

* **Minimum number of years of relevant experience**

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| 2 years |

* 1. What is the period of full time training or exposure that a fully qualified and experienced person from outside the organisation would need in COHRED before being able to handle all aspects of this job ?

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| A few weeks with Boi and exposure to existing users of Rhinno ethics  Frequent calls and demo by the Brazilian IT team |

* 1. Special **competencies required for this job** *(skills, knowledge, attributes)* ***(below are examples: adapt for each job specifically !)***

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| **Competency** | Required level of proficiency *1=Novice; 2=Intermediary; 3=Personal mastery; 4=Coach; 5=Leader* |
| 1. Ability to work both autonomously and within a team | **4** |
| 2. PC skills | **4** |
| 3.Sales presentation and objectives delivery | **5** |
| 4.Ability to work under pressure, prioritise and multi-task to meet deadlines as required | **4** |
| 5.Excellent communication and interpersonal skills in different cultual settings | **5** |
| 6.Reliable/outgoing/ self driven personality | **5** |
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1. **Leadership responsibility**
   1. **Management or supervisory responsibility:** the number of staff reporting to jobholder):

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| None for the time being |

* 1. **Process management responsibility:** the number of people, within or outside the organisation, directly influenced by the jobholder. If this differs from one process to the next give the average amount of people influenced on a regular basis as part of the process

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| - 3 people on the W4D team  - Other COHRED staff relevant to the tasks |

1. **Financial and other dimensions of the job:**
   1. **Signing authority and maximum:** Is the jobholder empowered to sign agreements etc. which may be binding on the organisation ? If so, to what level?

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| no |

* 1. **Is the jobholder responsible for any aspect of cost control or for materials, stock or equipment?** If yes, what is the monetary value and to what extent is the person accountable or responsible? This implies that the jobholder controls an element of an operating budget, which is monitored, e.g. stationery

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* 1. **Does the jobholder have a direct responsibility for controlling operational costs or expenses ?**

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| Will be in charge of own budget/expenses, but under the final responsibility and signature authority of Boi |

1. **Period of planning linked to the job**

**What is the longest (macro) period that the job holder has to plan ahead?** This refers to the broadest business or strategic plan**.**

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| 18 months |

1. **What critical decisions is the job holder normally authorized to make ?**

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**DESCRIPTION AGREED BY JOB HOLDER**

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

**DESCRIPTION AGREED TO BY DIRECT SUPERVISOR (DIRECTOR)**

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_