

MARKETING AND SALES EXECUTIVE

Job Title:	Marketing and Sales executive
Staff name:	TBD
Department:	Business development
Budget responsibility	Moderate
Immediate Superior:	Executive Director
Location:	Dar Es Salaam Tanzania

Introduction:

Health Promotion Tanzania, commonly known as HDT is a local not-for-profit Non-Government Organization (NGO), legally registered in Tanzania bringing over 10 years of experience in managing HIV, TB and Reproductive, Maternal, Newborn and Child Health through community-based interventions and strategically tailored advocacy. As part of its sustainability plan, HDT has registered a sister business name NYAMUNZI TRADERS that will manage HDT properties and conduct other profit-making business to generate funds to support the operations of Health Promotion Tanzania in order to contribute to **healthy and responsible communities**. This initiative is part of implementing Government Sustainability Strategy for NGOs in Tanzania.

Our core Values

Excellence: We strive to provide excellent services in all that we do as we listen to our clientele and partners.

Innovative: We bring innovation to our client and being flexible to meet the challenges of low cost and yet best services.

Servant nature: Our profit is collected for the purpose of financing community-based operations that are implemented by Health Promotion Tanzania.

Job summary: The Marketing and sales executive will be responsible for developing, implementing marketing strategy, Estate lease and management, Fleet lease and management, managing sales and generate profit to finance HDT programs. He/she will also promote the image of Health Promotion Tanzania. The job holder will work closely with operations and finance managers but report to Executive Director.

MARKETING AND COMMUNICATION EXECUTIVE DUTIES AND RESPONSIBILITIES

1. Develop and implement marketing of HDT owned real estate investment and lease, Lease HDT vehicles and any other assets that may generate profit to support the operation of HDT
2. Manage contract, sales, notice and invoicing to clients and ensure that the respective monies are deposited in NYAMUNZI TRADERS.

3. Cultivate customers, engage and maintain customer relationship who intent to use HDT conferencing facility and other social events that will generate income for HDT operations as well as addressing clients complains or dissatisfaction
4. Create marketing materials such as products catalogues, promotional flyers and advertisements to promote market-based management
5. Build relationships, utilize digital marketing tools and social media platforms to reach strategic and long-term clients.
6. Collaborate with cross functional teams, including finance and Operations to align strategies, goals and prepare financial reports
7. Monitor and analyse market trends to identify opportunities for growth
8. Perform other duties as reasonably assigned

Personal specifications.

Experience in market-based analysis, marketing, inter-personal communication, brand development and management, creativity, team work and social medial skills. The incumbent should have at least the following:

1. Bachelor's or master's degree in Marketing, Sales or a related field
2. At least three years of experience in a marketing, communication or sales role
3. Strong written and verbal communication skills
4. Excellent organizational skills with ability to manage multiple projects simultaneously
5. Knowledge of sales channels and customer relationship management systems
6. Experience in event planning is an asset
7. Proficient in Microsoft Office Suite and Adobe Creative Suite,
8. Valid Driver's License

Working conditions:

Flexible working time with payment commensurate to income generated.
Office based work, but mostly field related work.

Salary:

Performance based payment based on sales made.