

POSITION ANNOUNCEMENT

JOB TITLE:	ASSOCIATE VICE PRESIDENT - BUSINESS ENTERPRISE UNIT
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	BUSINESS OFFICE
<p>SUMMARY: The University of The Bahamas (UB) is the national higher education institution of The Commonwealth of The Bahamas. The University offers Master, Bachelor and Associate degrees in a number of disciplines. The current enrollment of more than 5000 students is expected to increase substantially and doctoral programmes are expected to be added to the degree programmes offered.</p> <p>The Associate Vice President - Business Enterprise Unit (AVP – Business Enterprise Unit) is expected to have a comprehensive knowledge of business operations, accounting, budgets, entrepreneurship and leadership. A key consideration for this position is the ability to provide strong oversight to multiple activities across a range of business operations and opportunities at the University. The aspects of business stability, risk and funding must strongly inform the decision making process of business enterprises and are therefore key strengths of the AVP - Business Enterprise Unit's position.</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">➤ Provide oversight of multiple business operations at the institution, including retail and facilities rental;➤ Work pro-actively to develop new business opportunities;➤ Develop business proposals for existing and new customers;➤ Ensure costs are reported and monitored to determine return on investments/objectives and improve general efficiency;➤ Work with key suppliers and network/source new suppliers in order to provide the most up to date and cost effective client development solutions;➤ Hire, guide and train business enterprise staff and associates;➤ Develop innovative strategies for revenue growth, including undertaking interviews in order to get feedback and incorporate it into the institution's growth plan.	
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none">➤ Strong working knowledge of business policies, procedures and best practices;➤ Possess very good sales skills;➤ Possess a strong business sense with a solid knowledge of the retail environment;➤ Ability to analyze new and prospective business opportunities;➤ Ability to constantly generate new ideas for the institution's advancement and success;➤ Ability to manage projects effectively, with developed goals and procedures for its implementation;➤ Ability to work effectively with critical time constraints in a results-oriented environment;➤ Ability to build and maintain relationships and contacts both inside and outside the institution;➤ Ability to effectively communicate opportunities to senior management and clients;➤ Effective negotiation skills are a must;	

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- Ability to lead and supervise multiple staff and create a team environment;
- Proven and strong problem solving capabilities;
- Excellent IT skills with emphasis on operational leadership;
- Strong working knowledge of Microsoft Office Suite;
- Strong organizational skills; must have the ability to prioritize assignments;
- Ability to work under pressure and meet given deadlines;
- Ability to multi-task as well as be flexible on the job;
- Have a notably pleasant character;
- Proven leadership skills.

QUALIFICATIONS:

- Master in Business Administration (MBA) degree, with at least 5 years' post degree experience at the management level.

Interested applicants should send the following to the Human Resources Department via email:

- **A completed UB Employment Application Form (found on the website);**
- **A cover letter of interest highlighting work experience and accomplishments relevant to the position;**
- **Current Curriculum Vitae or Resume;**
- **Copies of Relevant Qualifications and Certificates;**
- **Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;**
- **Copy of N.I.B. Card;**
- **At least three (3) written professional references.**

Submit electronically to:

Email: [**hrapply@ub.edu.bs**](mailto:hrapply@ub.edu.bs)

Attention: Director, Human Resources

Reports To	Vice President, Finance
Terms	Contractual Appointment
Date Published	May 22, 2017
Application End Date	June 2, 2017
Date to be Removed	June 3, 2017

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Associate Vice President, Business Enterprise Unit.