**POSITION STATEMENT**

**CHIEF PROJECT AND DEVELOPMENT OFFICER – HOTELS**

1. Reports to the Chief Executive Officer
2. Responsible for driving the international projects and development functions across the Hotels division and to support senior management in achieving set objectives of the Organisation.
3. Manages the Maintenance Services of the Division
4. Ensures profit sustainability of the business
5. Formulates and implements strategies
6. Manages the performance of the Project & Development department, coaches and builds capability of the Maintenance Managers & team; with a view to build a performance-oriented culture
7. Advises on and manage relationships with project consultants, service provides, suppliers, agents and key clients while building positive long-term relationships with the relevant authorities and stakeholders
8. Responsible for the delivering of projects within budgets and timelines
9. Leads strategic initiatives to optimize costs and increase profitability of the company (Maintenance & Project departments)
10. Constantly scan the environment for business opportunities as well as any possible threats and advise management on possible ventures and opportunities to further grow the business
11. Leads the Maintenance & Design services of the Division.
12. Manages and monitors key projects from conceptualisation to completion across the division, including securing required permits
13. Manages feasibility of all key opportunities and help in selection of those projects which need to be implemented by a project team in the Hotels division and execute projects in line with the Strategic Plan.
14. Assists the Managing Director and Managers in driving and monitoring of the 3-year Strategic Plan for hotels