

## **Noukhada Adventure Company – Job Description**

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Job Title: **Senior Guide, Zanzibar**

Reporting To: Managing Partner

### **1. Scope of work**

The Senior Guide, Zanzibar ("SGZ") is in charge of developing and delivering Noukhada Adventure Zanzibar ("NAZ") business.

He/ she works mainly in the field and occasionally in the office. The function is one of hands on, customer facing, business development, operational delivery and human resource development. The SGZ will develop and deliver all operations according to the manual and safety plans and ensure the safe and profitable operation of the business.

The SGZ is expected to be able to participate in all the adventures.

### **2. Noukhada Adventure Zanzibar**

NAZ is a start up company that will replicate what Noukhada does in Abu Dhabi in Zanzibar. See [www.noukhada.ae](http://www.noukhada.ae). There is also holiday accommodation to manage.

In phase 1 the SGZ will first live and work in Abu Dhabi to understand how Noukhada works and get trained in what we do and how we do it. During Phase 1, under direction, will spend increasingly longer times in Zanzibar until the SGZ and business is fully functional. Phase 2 will be when the SGZ spends more than 60% of their year in Zanzibar and takes responsibility for the business.

### **3. Remuneration**

- Phase 1: Basic salary AED 5,000 per month; accommodation, transport and medical provided.
- Phase 2: Basic salary AED 7,000 per month plus incentive payments; accommodation, transport and medical.

**4. Visas** Depending on the candidate and therefore the length of Phase 1 the SGZ will either have a UAE visa or Zanzibar visa.

**5. Duties and key responsibilities** The SGZ will:

**G1 – Human Resources** Write job descriptions; help select and interview staff; ensure that all staff are suitably qualified and certified; organise training, coaching and maintain skills, qualifications and training records; lead and manage in-country staff; make HR proposals to the Admin Manager.

**G2 – Marketing and Sales** Ensure that all enquiries are responded to promptly and accurately; develop and maintain a marketing database; develop and deliver revenue; review the website and provide updates; provide relevant input to the NAZ social media pages; develop positive relationships with hotels and resorts; make marketing and sales related proposals to the Managing Partner.

**G3 – Operations** Ensure that the operational site(s) meets standards set; provide operational delivery safely and efficiently; ensure the safety of guests, staff and

associates; ensure that all equipment issued is safe and useable and presentable; ensure that packing lists are updated; ensure completion and submission of daily summary sheets; complete incident reports where necessary; lead and manage a growing team; discipline staff when required; report on a weekly and monthly basis on business performance.

**G4 – Admin and Finance** Maintain accounts and financial security; maintain the maintenance and service list for all equipment; submit daily summary sheets; conduct monthly fleet check for fleet and retail.

**G5 – Legal and Liaison** Liaise with relevant local agencies related to operations.

**6. Work Contacts** To be developed

**7. Supervisory Responsibility** All in-country guides and staff.

**8. Minimum Qualification and Experience Requirements:**

- > 20 years old; and
- Kayaking qualification equivalent to Noukhada Lead Guide; or
- Sailing qualification equivalent to Noukhada Sailing Instructor; and
- Adventure and water sports experience => 3 years; and
- Valid driving licence; and
- Experienced in MS Office (especially excel) and related products.

**9. Competencies Requirement:**

- Good written and spoken English and some, or ability to learn: Swahili and Arabic;
- IT competent;
- Confident swimmer;
- Can kayak or sail and drive a power boat and able to gain qualifications in any of the above;
- Hands on character and leader;
- Environmental awareness and care and culturally aware and sensitive;
- Can drive and tow trailers;
- Good interpersonal and hospitality skills.

**10. Measurements** Safety record; Guest numbers and satisfaction; Staff satisfaction; Revenue growth and profitability.

**11. Authority Limits** To be developed as part of the business plan but, within agreed budgetary constraints.

**End**