

Microsoft Job Description

Job Title: EPG Sales Manager - Ethiopia **Date:**
Reports to: East & Southern Africa General Manager

Job Profile

Group and Job Purpose

This section includes general context for understanding the job.

Area	Description of Purpose
Workgroup's Purpose	Is responsible for setting up and implementing Microsoft EPG (Public Sector, Communication Sector and Core CAS) Strategy for Ethiopia
Job's Purpose	<p>This is a highly empowered role and represents a position in which an individual's personal contribution will be highly visible and recognized. This individual will be expected to represent Microsoft in Ethiopia, and must demonstrate the capacity of working well without supervision, and also demonstrate the capacity of working well with a virtual team to achieve challenging results.</p> <p>Dealing with high-level executives in Govt, IT industry and Corporate environments will make up a substantial part of the activity</p>

Primary Job Functions

In order of importance, list the job's functions and responsibilities. Also, indicate what portion of the job's time is spent on each activity. Note that priorities and time allocation may change over time to meet changing business conditions. Add rows to table as necessary for a total of 5 to 7 responsibilities which each account for at least 5% of the job's annual time.

Responsibility/Activity	Estimated Annual % of Time
Strategy and implementation plans of an integrated sales and marketing approach that leverage partner and services plan in the concerned territory for optimal penetration and market share.	20%
Government Engagement	30%
Account Management	30%
Ensure great Customer/Partner Experience	10%
Reporting, coordinating and field communications	10%

Role in Business Process

This section should describe the job's roles and responsibilities in the business process.

Role in Business Process	Description of Role/Responsibility
Results	<ul style="list-style-type: none"> • Owns holistic view, from a managed accounts view, of the territory covered including environment constraints, opportunities, etc. • Provides input to Regional Management on progress of activity and potential opportunities in territory covered. • Establish Microsoft as a Socially Responsible Corporate citizen aiming for Digital inclusion • Tailors & executes Microsoft strategic customer relationship and marketing efforts to Public Sector, corporate customers and channel in defined territory • Increases Microsoft's share of voice and image by enforcing adherence to Microsoft's brand, values, and tone in all communications. <ul style="list-style-type: none"> ▪ Engages with key customers and partners to build relationships and ensures mutually beneficial business opportunity for partners
Position scope	<p>Impact is both internal and external in a variety of ways:</p> <ul style="list-style-type: none"> ▪ Governments in which he/she operates ▪ Channel and partners engaging within the territory concerned • Is a member of the ESA (East and Southern Africa) Leadership team ▪ Influences Microsoft strategy and investment in ESA
Decision making	<ul style="list-style-type: none"> • Create strategies, build plans, allocate resources, establish priorities and supervise engagements. • Define Marketing, opportunity development and investments. • Enhance Microsoft's corporate image, influence policy and prioritize opportunities and investments in territory.

	<ul style="list-style-type: none"> Responsible for all communication and client relationships with customers and partners
Strategy and Development	<p>Position is responsible for the development and execution of Microsoft Strategy that addresses territory covered in term of market share growth, channel building, Great CPE through business approaches that will help achieve these requirements.</p> <p>What procedures and methods for performing this position have been established? If none, explain the role this position has in developing new procedures and methods. To be built with involvement of various stakeholders from WECA, MEA and EMEA</p>
Communication/Business Relationships	<p>Position will require the poise, character, and communication skills of a senior sales executive.</p> <ul style="list-style-type: none"> Integrating and influencing on ICT strategy (PS, Corporate, Partners) Representing Microsoft in all spheres of influence within local community Close liaison with WECA and MEA S&M team, LCA, HR and Finance. <p>Position will require strong skills to deal with the media both directly and indirectly. For e.g. directly through interviews and indirectly through relationships inside Government and technology Community.</p> <p>What key stakeholders (positions, departments, and business functions) does this position rely on to achieve its goals? What key stakeholders does this position impact? ESA General Manager, ESA Leadership Team (including EPG, SMS-P, Public Sector, Services & Marketing Manager, Financial Controller, Human Resources Manager), WECA Leadership Team (including EPG, SMS-P, Public Sector, Services & Marketing Manager, Financial Controller, Human Resources Manager), LCA, & Chairman</p>
Fiscal Responsibilities	Revenue, CPE and other relevant metrics (including PS and Subsidiary Scorecard related metrics)

Competency/Job Skill Attribute	Proficiency Level	Description of Required Competency (Optional)
Integrity & Trustworthiness	3	Staunchly adheres to a strongly-held sense of core values through both good times and bad. Maintains confidentiality of information. Does not misrepresent information or mislead others for own protection or personal gain
Action Oriented	3	Responds rapidly in situations requiring quick turnaround. Displays drive, energy, and initiative. Seizes opportunities as they arise and acts to capitalize on those opportunities.
Creativity	3	Entertains wide-ranging possibilities to come up with new solutions and approaches. Thinks outside given parameters to determine whether there's a better way.
Results	3	Seldom gives up before finishing, even in the face of resistance or setbacks. Focuses intensely on the tasks at hand. Puts in whatever effort and hours are needed to get the job done right. Feels personally accountable
Planning Organizing & Coordinating	3	Anticipates problems, roadblocks, and land mines, and plans accordingly. Spends time on what's important by quickly zeroing in on the critical and putting the trivial aside.
Problem Solving	3	Uses well-thought-out approaches to solve difficult, persistent problems. Effectively contributes to group problem solving.
Customer Feedback	3	Representing Microsoft Promotes a positive, realistic image of Microsoft to the public. Persuasively advocates Microsoft's interests.
Long Term Approach and Strategic Leadership	3	Creates enthusiasm to rally support behind the vision. Works with other units to achieve group goals

Teamwork	3	Negotiations & Conflict management Negotiates skilfully in tough situations, winning concessions without damaging relationships. Diffuses even high-tension situations comfortably. Positions resolutions to ensure understanding and acceptance by all parties.
Cross Group Collaboration	3	Adds greater value to the business by being able to build working relationships with people who work outside their groups. Looks for and recognizes places where synergies and integration will improve business process and customer impact.
Interpersonal Skills	3	Relates well with all kinds of people, building effective interpersonal relationships. Treats others with courtesy and respect.
Passion for Products & Technology	3	Technical passion & Drive Passionately believes in information technology as a primary means for bettering people's lives. Demonstrates an insatiable curiosity to learn everything about a subject area.

Candidate Profile

Qualifications

This section should describe the education, experience, and skills required/preferred for the position.

Area Qualification	Description of What's Needed																
Experience	<p>What work experience is essential to the job? How many years of previous work experience would it typically take to gain sufficient experience in these areas to minimally fill this job role?</p> <p> <input type="checkbox"/> No related experience <input type="checkbox"/> 5 – 8 years of related experience <input type="checkbox"/> 1 – 3 years of related experience <input checked="" type="checkbox"/> 8 – 10 years of related experience <input type="checkbox"/> 3 – 5 years of related experience <input type="checkbox"/> 10+ years of related experience </p> <p>What type of supervisory or management experience would be necessary to fulfill the job requirements, if any? <i>[Start typing here.]</i></p>																
Education	<p>What education is typically required for the job?</p> <table border="0"> <tr> <td><u>Required</u></td> <td><u>Preferred</u></td> <td><u>Required</u></td> <td><u>Preferred</u></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> High School</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/> Master's Degree</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Associate's Degree</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> PhD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Bachelor's Degree</td> <td></td> <td></td> </tr> </table> <p>Field of Study (if applicable): Information Technologies and Business Management related</p>	<u>Required</u>	<u>Preferred</u>	<u>Required</u>	<u>Preferred</u>	<input type="checkbox"/>	<input type="checkbox"/> High School	<input checked="" type="checkbox"/>	<input type="checkbox"/> Master's Degree	<input type="checkbox"/>	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/>	<input type="checkbox"/> PhD	<input type="checkbox"/>	<input type="checkbox"/> Bachelor's Degree		
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Professional Training and Certification																	
Knowledge, Skills, and Abilities	Socio-economic development understanding – strong; Sales skills – expert; Opportunity development skills – proven; Presentation skills – expert; Business Relationship skills – expert; Multi-cultural sensibility – high; IT for development understanding (government & education) – strong.																

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group.

Microsoft is an equal opportunity employer and does not discriminate against individuals on the basis of race, gender, age, national origin, religion, marital status, veteran status, or sexual orientation.

Please contact:

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Quorum Recruitment Team

On behalf of Microsoft South Africa and West, East, Central Africa & Indian Ocean Islands

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