

JOB DESCRIPTION

Job Title:	Manager: Strategy, Digitalisation & Innovation	Department:	Strategy & Branding
Employee Name:		Division:	Strategy, Digitalisation & Innovation
Job Category:	Managerial	Job Grade:	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates:	None
Immediate Supervisor	Executive Director: Strategy & Branding		
Job Purpose:			
<p>The role of the Manager: Strategy, Digitalisation & Innovation will be to assist in shaping the organization's long-term strategy and developing measures that realize the organization's objectives. The incumbent must understand future needs and opportunities to propose and/or translate them into technology and/or services that create value. Focusing on strategic alignment, value delivery, risk management, and resources management, lead the research and transition activities, and apply research, experimental development, and early design activities to validate/invalidate ideas.</p>			
Role and Responsibilities:			
<ul style="list-style-type: none"> • Support the Executive with the preparation and monitoring of the organisation's strategy implementation plan. • Ensure alignment of departmental goals, processes and resource allocation with the organizational strategy. • Identifying strengths, weaknesses, threats, opportunities and defining and researching new ideas and organisation opportunities. • Develop innovative organisation techniques and models to improve organisational efficiencies and recommend the same to the Executive. • Identify organisation gaps and propose corrective actions towards digitalisation. • Ongoing monitoring of market and competitive trends for improvement in either NIPDB or its mandate (in general and specifically for IPAs). • Keep up to date with reports and publications in the NIPDB field that will benefit the NIPDB and the implementation of its strategy. • Prepare summaries of learnings from various publications / reports for consideration by EXCO for implementation. • Collaborate with various departments to collect organisational data to complete timely analysis of the NIPDB's quarterly performance and achievements. • Fulfill a supportive role in the implementation and monitoring of different cross-functional programs and projects of varied sizes and types concurrently • Manage and attain stakeholder digital expectations and ensure delivery in line with expectations. • Design, research, develop, analyse and suggest new marketing concepts as well as strategies. • Identify areas for further research and innovation. • Work closely with the IT team to test new digitization hardware and software, including reporting issues, user testing and feedback, to optimize quality and efficiency. • Work closely with the Marketing, Branding and Communication team to develop creative and engaging digital strategies. • Work closely with the stakeholder management team and provide ideas and assist with implementing business development functions (events) in order to advance, cultivate, and maintain key relationships with stakeholders. 			

- Analyse investor activity as well as those of other IPAs around the world and help develop the NIPDB's response.
- Undertake other duties as may be reasonably required from time to time.

Qualifications and Education Requirements

- Bachelor's Degree in Commerce, Strategy, Administration or a related field
- 3-5 years' experience in a related field and at least 3 years should have been in a managerial role
- Experience in facilitating strategy development, monitoring and implementation

Preferred Skills

- Excellent verbal and written communication skills
- Strong research and presentation skills
- Ethical conduct and high integrity
- Strong project management skills
- An understanding of alignment of the organisational structure to the strategy
- Result driven and an ability to deliver results and meet expectations
- Design thinking approach to solving problems
- Accuracy and attention to detail
- Plan ahead and work in systematic, and organised way
- A good understanding of data privacy and confidentiality standards
- Ability to manage multiple concurrent projects and complex assignments
- Ability to establish and maintain positive working relationships with key stakeholders