

Job Title:	Economist And Content Creator	Department:	Investor Experience, Retention & Aftercare
Employee Name:		Division:	Investor Experience, Retention & Aftercare
Job Category:	Skilled staff/ Professional	Job Grade	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates	
Immediate Supervisor	Head of Department: Investor Experience, Retention and Aftercare		
Job Purpose:			
<p>The Economist will be responsible for macro and microeconomic data research, analysis and economic impact assessment on domestic, regional and global factors affecting the investment climate in Namibia.</p> <p>Furthermore, the incumbent must prepare data on investment, both FDI and local, attracted to Namibia in the various regions, with the related and relevant impacts for reporting to stakeholders. Gathering and translating relevant and timely information into insightful reports that can be understood by external parties is a key performance requirement for this role.</p> <p>Acquire and analyse global rankings and reports to benchmark Namibia against the World and NIPDB versus other Investment Promotion Agencies.</p> <p>Identify possible new types and sources of data required that will increase NIPDB's effectiveness as Namibia's Investment Promotion Agency (IPA).</p> <p>The incumbent is expected to establish and maintain customer relations with both public and private sector stakeholders, to contribute to business retention, expansion and diversification of economic activities and to create linkages between domestic and foreign investors. Also, to investigate and advise on local and global supply and value chain opportunities and business development with direct impact on the UN SDG goals, advancing sustainable FDI.</p> <p>A key objective of the Department is to improve the Ease of Doing Business Ranking of Namibia through efficient service delivery and improvement in the Cost of Doing Business. Thus, the successful candidate is expected to act as an interlocutor between investors and OMAs, to enhance the investment climate of Namibia.</p>			
Role and Responsibilities:			
<ul style="list-style-type: none"> • Conduct economic research in close liaison with the Namibia Statistics Agency (NSA) and the Bank of Namibia's Research Department, to assess Foreign Direct Investment (FDI) inflows and outflows and private accounts activities. 			

- Perform analysis on data received and prepare reports for publication and submission to stakeholders.
- Advise on policy instruments and other mechanisms to mitigate against capital flight and Base Erosion and Profit Shifting (BEPS).
- Undertake Investor Aftercare Service market research through various techniques including meetings and digital surveys followed by data cleaning, re-coding, tabulation and analysis that culminates into a comprehensive report.
- Advise on client engagement strategies, issues emerging from both public and private sectors and the status thereof, to support strategic decision processes on effective response mechanisms that contribute to improved Ease of Doing Business rankings.
- Develop, implement, monitor and evaluate strategic, tactical and operational stakeholder engagement plans, programs, projects and initiatives to align with the goals and objectives of the NIPDB.
- Plan and execute the implementation of integrated stakeholder engagement programs and initiatives to improve and enhance the perceptions and experiences of clients.
- Contribute towards trust enhancement between the private and public sectors through effective and timely service delivered by relevant OMAs through NIPDB partnerships.
- Initiate contact and other forms of engagement with clients and stakeholders such as Diplomatic Missions, Chambers and Business Associations, to understand key concerns of companies and contribute towards Policy interventions by government.
- Collaborate with internal divisions and departments and ensure that relevant processes are conducted, especially when it concerns stakeholder satisfaction and demands.
- Produce evidence based reports proposing support and incentives required for the expansion, re-investment and retention of investors and sectors for growth in Namibia.
- Prepare quarterly and annual reports, information bulletins for supervisory review.
- Perform other duties and functions as may be assigned from time to time by management.

Qualifications and Education Requirements

- Economics Degree or any other relevant qualification. A Master’s Degree is an added advantage.
- At least 3-5 years working experience in the field of Economics, with a deep understanding on the System of National Accounts, Fiscal, Monetary and Foreign Exchange Policies.
- Skills in planning, designing, and conducting economic research, data capturing and writing of analytical reports are vital.
- Must be able to translate data into insights that can be consumed and understood by a range of non-technical stakeholders.

Preferred Skills

- A self-starter who identifies and initiates changes and improvements NIPDB can pursue to improve organisational effectiveness.
- Strong commitment to uphold confidentiality of information is critical.
- Ability to collect, clean, recode, analyse, and interpret economic data, to aid the development of an Investor Information System (IIS) database.
- Should have an analytical mindset and in-depth understanding of challenges experienced by international businesses when operating in foreign markets and best practices on solutions.
- Should be committed to customer service delivery with flexibility to attend to client matters at short notice.

	<ul style="list-style-type: none"> • Should be able to communicate effectively, with strong human relations and emotional intelligence skills. • Adopt a collaborative approach for teamwork across divisions and with external stakeholders. • Must be focused on finding and delivering solutions to the investor community. • Positive attitude and an ability to stay calm under pressure. • Highly organised with a strong emphasis on planning and time management. • Attention to detail and accuracy and with analytical thinking and strong judgement and decision-making ability. • Ability to establish and maintain positive working relationships with key stakeholders. • Ability to independently, resourcefully, and creatively research and implement new solutions. • Must have the aptitude and desire to learn new competencies and skills. • Effective at building and maintaining relationships based on trust; and • Ethical conduct and high integrity.
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Internal/External Stakeholders:

All internal staff members and stakeholders, in line with the responsibilities of the role.

Reviewed By (HR):		Date/Signature:	
Approved By (Line manager):		Date/Signature:	
Incumbent Signature:		Date/Signature:	