

Job Title:	Temp: Brand Namibia Administrator	Department:	Strategy & Branding
Employee Name:		Division:	Strategy & Branding
Job Category:	Skilled staff/ Professional	Job Grade	
Travel Required:	Yes	Position Type:	Temporary 12 Months Contract
Location:	Windhoek	Subordinates	None
Immediate Supervisor	Executive Director: Strategy & Branding		
Job Purpose:			
<p>Department and Project Definition</p> <p>The Namibia Investment Promotion and Development Board (NIPDB) is mandated to lead the development of the Namibia Nation Brand and play a crucial role in the success of positioning Namibia as a place to live in, a place to invest in, a place to visit and to develop.</p> <p>Main role of the Administrative officer</p> <p>The Ministry of Environment, Forestry and Tourism (MEFT), Ministry of Information, Communication and Technology (MICT) and the NIPDB set up a National Working Committee (WC) consisting of several key stakeholders, who promote Namibia with key focus on promoting Namibia as a place to visit, invest in, develop and attracting tourists, investors and development agencies to fun facets of Namibia.</p> <p>The candidate would be expected to ensure that the following initiatives are developed and implemented:</p> <ul style="list-style-type: none"> • Nation Brand and Communications strategy; • Provide recommendation on the vehicle that will implement the above strategy • Promote Namibia in the interim locally and internationally. 			
Role and Responsibilities:			
<p>Ultimately, the Brand Administrator should be able to ensure administrative activities run smoothly on a daily and long-term basis. Main duties include:</p> <ul style="list-style-type: none"> • Receive all administration requests from the Working Committee as well as external parties and action accordingly and professionally. • Attend all external enquiries from suppliers and consultants interested in developing the Namibia Nation Brand Strategy. • Act as the foundation for the Working Committee's administration support and coordination. • Follow-up on all requests received internally and externally. • Duly execute marketing and administrative tasks and follow up on actions. • Maintain proper documentation filling of all Working Committee related activities for easy retrieval. 			

- Organize a filing system for important and confidential documents.
- Create, maintain and update company databases on Nation Brand enquiries.
- Answer queries and refer the clients to the Nation Brand Communication platforms (e.g. website, social media handles, etc).
- Maintain a Nation Branding Project master plan.
- Maintain Nation Branding Working Committee meeting calendar and schedule appointments for the committee.
- Prepare regular reports as required on the progress of Nation Brand activities.
- Coordinate stakeholder meetings and presentations.
- Coordinate Nation Brand launch and campaigns.
- Manage media liaison with the Chairperson and Vice-Chairperson of the Working Committee.
- Arrange travel and accommodation for Nation Brand stakeholders as necessary.
- Liaise with the travel agents.
- Undertake any other administrative duties as assigned by the WC team.

<p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> ● At least 3 years' experience in a Organising and Administration ● Degree / Diploma in Marketing, Communications, Office Administration or Similar Qualifications ● Solid knowledge of office procedures ● Experience with office management software like MS Office (MS Excel and MS Word, MS Powerpoint specifically) ● Experience with working on google platform will be an added advantage 	<p>Preferred Skills</p> <ul style="list-style-type: none"> ● Strong organization skills with a problem-solving attitude ● Excellent written and verbal communication skills ● Attention to details ● Familiarity with office equipment, like printers and software ● Solid time-management abilities with the ability to prioritize tasks ● Excellent organizational , time Management, computer and administrative ● Flexible attitude, agile and able to adapt to change ● Ability to work closely and cooperatively with internal and external stakeholders; ● Ability to multitask, work under pressure and meet deadlines; and ● Availability to work after hours and during weekends as duty dictates.
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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:	