

JOB DESCRIPTION

Job Title:	Consultant: International Partners	Department:	Investment & New Ventures
Employee Name:		Division:	Investment Attraction
Job Category:	Professional	Job Grade	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates:	No
Immediate Supervisor	Manager: Investment Attraction		
Role Purpose:			
<p>The purpose of the Investment Attraction Division is to generate Potential Investment Leads that can be fed into the Potential Investment Pipeline, based on the NIPDB Targeting Strategy, by directly approaching identified Targets and by coordinating local and international Investment Attraction Activities.</p> <p>The purpose of the role will be to support the Manager: Investment Attraction and Executive Director: Investment & New Ventures in managing engagements between the NIPDB, Namibian Missions Abroad, foreign diplomatic missions in Namibia and other international partners and and multilateral organisations to support investment attraction and promotion activities within the Board.</p>			
Role and Responsibilities:			
Promotional Partners Support			
<p>The Consultant: Investment Attraction should, as directed:</p> <ul style="list-style-type: none"> ● Help to establish and maintain relationships with key promotional partners, including: <ul style="list-style-type: none"> ○ The Ministry of International Relations and Cooperation; ○ Foreign embassies and missions in Namibia; ○ Namibian missions abroad; ○ Honorary Consuls representing Namibia abroad; ○ Sub-national investment promotion agencies; ○ Multilateral organisations, and ○ Any other Investment Attraction and Promotion Partners ● Help to liaise with and support these promotional partners ultimately to generate potential Investment Leads that can be fed into the Potential Investment Pipeline, based on the NIPDB Targeting Strategy. ● Advise the Investment Attraction team and the Investment Facilitation Office on protocol and support them in facilitating investor and official delegation visits to Namibia. ● Any other related work that might be relevant to the department as directed by the Executive Director. ● Assist with coordinating monthly sectoral investment promotion events to generate leads 			
Developing and Managing Promotional Partners Information Programme			
<p>The Consultant: Investment Attraction should, as directed:</p> <ul style="list-style-type: none"> ● Support the Investment Attraction team and the department head by developing and distributing presentations, content and other promotional materials to the mentioned partners. ● Developing a scheduled and planned information dissemination programme to keep partners informed and engaged in NIPDB investment promotion plans and projects. ● Support team members in the department to research and collate the necessary information required to develop the relevant content for distribution to partners (e.g webinars, bilateral meetings and round tables). 			

Qualifications, Experience and Education Requirements

- An Honours degree in Business Management, Economics, International Relations or a related field. A Master's degree in any of these fields will be a distinct advantage.
- Strong knowledge and understanding of key business fundamentals.
- Strong knowledge and understanding of key national and economic development fundamentals.
- Strong understanding of international markets, relations and diplomacy.
- Proven understanding of the Namibia business ecosystem.
- Proven ability to meet with and understand client needs, as well as to coordinate with colleagues to ensure those needs are met (experience in customer service, private banking, commercial development, investment promotion, international development or another such relevant role will be advantageous).
- A minimum of 3 years of experience in relevant fields.

Required Skills

- Ability to broadly assess and understand the business of any investor or project owner.
- Ability to see how any business can fit into the Namibia ecosystem.
- Ability to promote and sell an opportunity to a potential investor.
- Innovative problem solving skills. Exceptional verbal and written communication skills.
- Excellent interpersonal skills.
- Tact and Diplomacy.
- Strong project management and time management skills, including managing multiple concurrent tasks and complex assignments.
- Ethical conduct and high integrity.
- A good understanding of data privacy and confidentiality standards.
- Superior ability to establish and maintain positive working relationships with key stakeholders and investors.