

JOB DESCRIPTION

Job Title:	Consultant: Investment Attraction (Events Admin)	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:

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 Investment Targeting Strategy, by directly approaching identified Targets and by coordinating local and international Investment Attraction Activities.

The purpose of the role will be to support the Manager: Investment Attraction in facilitating ongoing events administration as per the NIPDB events calendar to support investment attraction and promotion activities within the Board.

Role and Responsibilities:

Investment Promotion Events Administrative Support

The Consultant: Investment Attraction should:

- Develop and maintain event timelines, checklists, research and assemble informational materials as per the events SOP.
- Proactively identify and suggest improvements to event planning and execution processes with the support of the Events' Filtering Committee.
- Maintain a high level of professionalism and discretion in all interactions with stakeholders and perform other duties as assigned by the event organiser.
- Liaise with event attendees by providing logistical support as well as facilitation of networking opportunities.
- Facilitate post-event report submissions and collect feedback from organisers, speakers and attendees.
- Facilitate and follow up with events project leads to ensure that the events KPIs and objectives are met.

Execution of Strategic Targeting through Direct Approach

The Consultant: Investment Attraction should, within Namibia and from time to time within other geographic areas, as directed:

- Approach and develop a professional relationship with directed Targeted Potential Investors and Stakeholders.
- Supply these Targeted Potential Investors with information about Namibia and about specific opportunities and propositions in their areas of interest.
- Understand the needs of these Targeted Potential Investors and identify potential constraints to investment (which should be communicated to relevant colleagues in Windhoek).
- Maintain contact with these Targeted Potential Investors.
- Generate Interest in investing in Namibia, and
- Attempt to Attract Investment from these Targeted Potential Investors into Namibia, resulting in Investment Leads that are fed into the Potential Investment Pipeline (and which are thereafter managed by the Investment Facilitation Office)

- Support Investment & Export Promotion Attaches with information required by investors from their regions
- Liaise with local authorities and the local business community to be aware of potential local opportunities that can be promoted.
- Coordinate sectoral investment promotion events to generate leads

Qualifications, Experience and Education Requirements

- An appropriate degree in Business Management, Commerce, Economics, Marketing, 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).
- Strong ability to plan events and coordinate concurrently with multiple stakeholders.
- 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 Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- 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