

JOB DESCRIPTION

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| Job Title: | Manager: Sector Research & Development | Department: | Investment & New Ventures |
| Employee Name: | | Division: | Research & Development |
| Job Category: | Managerial | Job Grade | |
| Travel Required: | Yes | Position Type: | Permanent |
| Location: | Windhoek | Subordinates: | Yes |
| Immediate Supervisor | Executive Director: Investments & New Ventures | | |
| Role Purpose: | | | |
| <p>Lead the Namibia Investment Promotion and Development Board's (NIPDB) efforts in collecting data and conducting research that will feed into the NIPDB's investment promotion strategy across all sectors of the Namibian economy. Act as the focal point for data and research to support all other departments within the NIPDB.</p> <p>The applicant is expected to be a critical thinker with broad knowledge of the various sectors in Namibia. Additionally, the applicant will work closely with various government units and private sector knowledge partners to source data for strategic research and dissemination purposes. This data must be maintained and regularly updated in NIPDB's information databases.</p> <p>The applicant will also be required to liaise and collaborate with fellow colleagues to develop content for investment promotion activities. Where required, the applicant will represent the NIPDB at subcommittees and working groups.</p> | | | |
| Role and Responsibilities: | | | |
| <ul style="list-style-type: none"> ● Conduct desktop research and utilise various tools and information sources to gather data and interpret it to inform NIPDB's investment promotion strategy and activities. ● Conduct market research and analysis to identify sectors and industries with high potential for investment. ● Write up reports and present findings to exco and management and other stakeholders. ● Identify, survey and analyse trends and patterns on key sectors, industries and investment environments, and prepare briefing or research notes to exco and management. ● Coordinate the creation of content, publications (such as profiles, catalogues & guides) and maintain a database of investment related information. ● Coordinate and support the periodic selection of specific sectors to be focused. ● Coordinate internal strategies & efforts towards the development of prioritised sectors. ● Establish and coordinate Productivity, New Sector & other Sectoral Task Forces (which are sector specific, temporary, public-private working groups that identify, prioritise and solve key constraints in specific existing or potential new sectors or industries or subsegments thereof). ● Investigate viability of potential prioritised sectors (including meeting with stakeholders and identifying constraints). ● Manage and direct the activities of the division. | | | |
| Qualifications, Experience and Education Requirements | | Preferred Skills / Competencies | |
| <ul style="list-style-type: none"> ● A bachelor's degree in Accounting, Commerce, Business Management or Economics, computer science or related field. ● A master's degree in any of the related field or industry standard registration or certification, such as CA or CFA, ACCA, | | <ul style="list-style-type: none"> ● Ability to broadly assess and understand the business of any investor or project owner. ● Ability to see how businesses can fit into the Namibia ecosystem. ● Ability to promote an opportunity to a potential investor. ● Excellent problem solving skills. | |

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| <p>NIPA or have completed training articles.</p> <ul style="list-style-type: none"> ● Strong knowledge and understanding of key business fundamentals. ● Strong knowledge and understanding of key national and economic development fundamentals. ● Proven understanding of the Namibian business ecosystem. ● Proven data, analytical, mathematical and research ability. ● Proven ability to meet with and understand client needs. ● A minimum of 5 years of work experience in the relevant field of which 2 years should be at managerial level. | <ul style="list-style-type: none"> ● Must possess excellent research skills. ● Exceptional verbal and written communication skills. ● Excellent interpersonal skills. ● 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. ● You should be able to deliver presentations and communicate effectively at all levels. |
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