

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Consultant: Investment Analysis (Manufacturing and Agro processing)	<b>Department:</b>	Investment & New Ventures
<b>Employee Name:</b>		<b>Division:</b>	Investment Development & Analysis
<b>Job Category:</b>	Supervisory	<b>Job Grade</b>	
<b>Travel Required:</b>	Yes	<b>Position Type:</b>	Permanent
<b>Location:</b>	Windhoek	<b>Subordinates:</b>	No
<b>Immediate Supervisor</b>	Senior Manager: Investment Development & Analysis		

### Role Purpose:

The purpose of the Investment Development & Analysis Division is to maximise the number of potential investment opportunities (investment enquiries, connections, leads, opportunities and projects), ensure all opportunities are channelled correctly in the organisation and result in realised investment and reinvestment in Namibia. The Division is also responsible for providing specialist advice and support to investors and NIPDB teams in the delivery of projects and for developing investment projects in various priority sectors.

The purpose of the role of Senior Consultant: Investment Analysis (Manufacturing and agro processing), is to ensure that this function is optimally accomplished, both as a team member of the Investment Development & Analysis team and to integrate the output from the team and subject specialists into appropriate workstreams. The Senior Consultant will be responsible for providing and coordinating opportunity and project development support to the rest of the Investment & New Ventures Department as well to high potential opportunities and projects, specifically in regards to the manufacturing and value addition activities across the Namibian economy.

The Senior Consultant will provide expert advice and insights on the manufacturing, agro processing and value addition sector to a wide range of stakeholders, including investors, internal NIPDB teams and other OMA's and peers.

As a sectoral expert and analyst, the output from the role will be used to develop manufacturing, agro processing and value addition specific project propositions and solutions for challenges in the sector affecting both investor projects, sectoral development, affordability and feasibility. The output from this role will play a wider role coordinating the development of value addition and manufacturing projects or in supporting, advising, promoting and developing specific investor projects.

### Role and Responsibilities:

**Enquiry Handling:** Analysts should, as directed:

- Be an important point of contact for potential investors and serve as a node of entry and referral within the organisation once an enquirer has been allocated to them.
- Alongside the Senior Manager, act as the gatekeepers of the private sector pipeline of prospective investments, with a focus on projects in the manufacturing and related sectors.
- Correspond or meet with potential investors/enquirers to obtain enough information to handle or refer the inquiry.
- Determine which team within NIPDB has the mandate to further assist the enquirer and successfully hand the relationship and enquiry over.

**Investment Analysis:** Analysts should, as directed:

- Analyse potential investments to determine both the feasibility and attractiveness thereof.

- Assist the lead development teams with technical data to develop feasible and attractive leads.
- Integrate market and subject specialist input into analysis output, sectoral development plans and selected projects.
- Contribute towards the definitions of feasibility and attractiveness.
- Support project development from enquiry to lead stage by facilitating and supporting visiting delegations.

**Investment Pipeline Conversion Support and Monitoring:** The Investment Analysts will:

- Report key statistics about the enquiries they handle and pass into the pipeline, especially concerning pre-lead conversion rates to the Senior Manager;
- Will handle and manage and prospects and pre-leads in accordance with set standard operating procedures and systems; and
- Be the connector of investments between the Attraction Team and the Facilitation Team/Investor Services Department for allocated enquiries and investments.

**Investment Development:** To contribute towards increasing the feasibility and attractiveness of potential investments, Investment Analysts should, as directed:

- Advise potential investors about actions that can be taken to improve their potential investments.
- Connect potential Namibian and international partners to investors or project developers.
- Collaborate with the Public Investment team to facilitate and coordinate the packaging and preparation of public investments as and when required.
- Collaborate with the private sector to facilitate sectoral development.
- Identify constraints across sectors being dealt with.
- Engage with the public and private sector leads to resolving identified constraints.
- Collaborate with the Research & Development team to ensure solutions to constraints identified during this process.
- Support Government efforts in developing priority sectors.
- Develop propositions and package investment projects for promotion

**Research and Policy Initiatives:** To support and proactively contribute through research and inputs to the NIPDB's and the wider Government manufacturing and value addition priorities:

- Remain fully informed about domestic and regional economic developments and associated policy areas. Be able to contribute to the NIPDB agenda and where representing the Board on various fora, to make impactful contributions.
- Be able to research, develop and contribute to solving challenges in existing and emerging manufacturing and value addition sub-sectors, both practically and on policy level.
- To take part in and actively contribute in discussions that support deliverables for inter-Ministerial platforms, programmes and initiatives on behalf of the Board as directed.
- Conduct research projects and discover best practices as required with the view of fulfilling obligations on behalf of the Board.

**Solution Development and Management:** Investment Analysts will be also responsible for solution finding and problem-solving on behalf of investors. This function will include:

- Providing insight and advising investors on complex delivery and sectoral constraints that are prohibiting investment.
- Managing and directing the activities and inputs of external consultants and advisors, in-house sectoral specialists and other NIPDB colleagues to contribute towards solution development for investors.
- Support investors to find workable solutions to constraints, problems and sectoral issues by working with relevant public and private sector stakeholders.
- Advise other NIPDB teams on constraint elimination, providing investor projects solutions and creating sectoral challenge awareness amongst colleagues.
- Supporting prospective investors in accessing and securing affordable, sustainable factors of production for industrial and commercial projects.

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- Liaising with and co-ordinating key OMA stakeholders to develop project specific solutions.
- Supporting and providing detailed availability data on factors of production to support investor and Government business cases to provide sectoral support and incentives.
- Working proactively with manufacturers and value addition projects to support investors and project owners to arrive at feasible solutions.

**Promote Manufacturing, Agro Processing & Value Addition Sector:** To support the Investment and New Ventures Department and the Senior Manager: Investment Development & Analysis to promote the sector by:

- Highlighting and providing information about key opportunities in the broader industrialisation and manufacturing space available to investors.
- Co-develop manufacturing and value addition project propositions with the relevant OMA's and regulators that are accurate, compliant and ready for promotion by the relevant team members in NIPDB.
- Co-develop and create identifiable routes to entry that are manageable, consistent and compliant with current regulation for investors into the manufacturing market as part of propositions.

**Focus on the Future of Industrialisation:** To support, contribute and drive towards strategic and relevant manufacturing projects:

- In collaboration with the Investment Facilitation Office (IFO), analyse and monitor the state of potential private sector pipeline projects relevant to this role.
- Provide relevant sector-related information, analysis and inputs to aiding the development of investment opportunities and projects or sectors which are relevant to the role.
- Liaise, cooperate and collaborate with relevant OMA's and other partners in the identification of potential strategic projects that will aid Namibia's strategic position in the region.
- Contribute towards developing feasible and attractive manufacturing opportunities available to the open market.
- Advise other OMA's on the development of sectoral strategy and drive coordination between various sectors and sub-sectors and commercial imperatives.
- Collaborate with Investment and New Ventures Department colleagues to create sustainable sub-sectoral opportunities.
- Translate market and policy changes into strategic opportunities for Namibia.
- Be the NIPDB lead driver and point of contact for Namibia Green Industrialisation strategy

**Perform other functions as may be assigned from time to time**

**Qualification and Experience Requirements**

- A Bachelor's Degree relevant to manufacturing and value addition, including but not exclusive to Engineering, Engineering Management, Economics or similar.
- Master's Degree in Engineering, Business Management, Economics or any area of the manufacturing or value addition sector.
- Basic statistical modelling will be necessary to be successful in this role.
- Strong knowledge and understanding of key business fundamentals.
- Strong knowledge and understanding of

**Preferred Skills**

- Ability to broadly assess and understand any manufacturing projects and be able to constructively engage with investors and stakeholders.
- Ability to see how any business can fit into Namibia's manufacturing ecosystem
- Ability to promote an manufacturing opportunity or solution to a potential investor or stakeholder.
- Innovative problem solving skills.
- Exceptional verbal and written communication skills.

<p>key national and economic development fundamentals.</p> <ul style="list-style-type: none"> <li>● Proven understanding of Namibia’s industrial and business ecosystem.</li> <li>● A very strong understanding of industrialisation, sustainability and renewable resources is non-negotiable.</li> <li>● Proven analytical and mathematical ability.</li> <li>● Proven ability to meet with and understand stakeholder needs.</li> <li>● Be able to meet short and rigid deadlines.</li> <li>● Proven, relevant policy exposure with at least 2 years experience.</li> <li>● A minimum of 5 years of experience in a relevant or related sector.</li> <li>● Experience or extensive knowledge in as many as possible of the following categories will be favourably considered:           <ul style="list-style-type: none"> <li>- Agri &amp; Food Sector</li> <li>- General Manufacturing</li> <li>- Chemicals</li> <li>- Metals, Mining &amp; Related Adjacent Sectors</li> <li>- Logistics &amp; Shipping</li> <li>- Fuel Manufacturing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Excellent interpersonal skills.</li> <li>● Strong project management and time management skills, including managing multiple concurrent tasks and complex assignments.</li> <li>● Ethical conduct and high integrity.</li> <li>● A good understanding of data privacy and confidentiality standards.</li> <li>● Superior ability to establish and maintain positive working relationships with key stakeholders and investors.</li> </ul>
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**Internal/External Stakeholders:**

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

Reviewed By (HR):		Date:	
Approved By (Line Manager):		Date:	
Incumbent Signature:		Date:	