

JOB DESCRIPTION

Job Title:	Senior Manager: Investment Development & Analysis	Department:	Investment & New Ventures
Employee Name:		Division:	Investment Analysis
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>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.</p> <p>The purpose of the Senior Manager: Investment Development & Analysis, is to ensure that this function is optimally accomplished, both as a team member and as the manager of the Investment Development & Analysis team and to integrate the output from the team and subject specialists into appropriate workstreams. The Senior Manager will also 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.</p>			
Role and Responsibilities:			
Enquiry Handling: Investment Officers/Analysts should, as directed:			
<ul style="list-style-type: none"> ● Be the first (or, after reception, second) point of contact for potential investors and serve as a single node of entry and referral within the organisation. ● Act as the gatekeepers of the private sector pipeline of potential investments, ensuring that colleagues do not spend excessive time on unfeasible or unattractive projects. ● 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: Investment Analysts should, as directed:			
<ul style="list-style-type: none"> ● 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 Senior Manager will:			
<ul style="list-style-type: none"> ● Report key statistics about the enquiries and pipeline, especially concerning conversion rates. ● Be the connector of investments between the attraction team and the facilitation team. 			

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 partners.
- Collaborate with the Senior Manager: Public Investment 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.
- Engage with the public and private sector leads to resolving identified constraints.
- Collaborate with the R & D team to ensure solutions to constraints identified during this process.
- Support government efforts in developing priority sectors.

Management of the Investment Analysis Team: The Senior Manager of Investment Analysis should:

- Manage and direct the activities of the Investment Analysis division.
- Build required information and specialist subject sources of data and analysis.
- Ensure that tasks are optimally divided among Investment Analysts and are completed on time and to an acceptable quality.
- Promote the job satisfaction and development of all team members in the Investment Analysis division.
- Perform the appropriate human capital management tasks required for the functioning of the Investment Analysis division.

Solution Development and Management: The Senior Manager of Investment Analysis will be primarily 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.

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

Qualifications, Experience and Education Requirements	Preferred Skills
<ul style="list-style-type: none"> • A bachelor's degree in Accounting, Commerce, Business Management, Economics, Computer Science or related field. • A master's degree in any of the related fields or industry standard registration or certification, such as CA or CFA, ACCA, NIPA or have completed training articles. • Strong knowledge and understanding of key business fundamentals. • Strong knowledge and understanding of key national and economic development fundamentals. • Proven understanding of the Namibia business ecosystem. • Proven analytical and mathematical ability. • 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 	<ul style="list-style-type: none"> • 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. • Ability to get the best out of direct reports while promoting their well-being and development. • Innovative problem-solving 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

<p>banking, commercial development, investment promotion, international development or another such relevant role will be advantageous).</p> <ul style="list-style-type: none">• A minimum of 7 years of experience in the relevant field of which 3 years should be at managerial level.	<p>positive working relationships with key stakeholders and investors.</p>
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