

JOB DESCRIPTION

Job Title:	Graduate: Stakeholder Relations and CSR	Department:	Strategy and Branding
Employee Name:		Division:	Marketing, Communications and Branding
Job Category:	Skilled staff/Professional	Job Grade	
Travel Required:	Yes	Position Type:	Graduate
Location:	Windhoek	Subordinates	None
Immediate Supervisor	Manager: Stakeholder Relations and CSR		
Job Purpose:			
<p>The Stakeholder Relations and CSR Apprentice role serves to provide administrative and logistical support for a variety of tasks and functions primarily related to Stakeholder Management and Corporate Social Responsibility and events management.</p> <p>This position is designed to enhance operational efficiency and ensure the successful execution of key responsibilities related to stakeholder engagement and corporate social responsibility (CSR) initiatives.</p> <p>The apprentice will assist in drafting documents, managing stakeholder relations, and organising CSR projects, contributing to the NIPDB's mission of fostering strong community ties and promoting sustainable development.</p> <p>The incumbent also provides support in terms of day-to-day operations in the Strategy and Branding Department, and assists with managing and protecting the brand of the NIPDB.</p>			
Role and Responsibilities:			
<ul style="list-style-type: none"> • Assist with drafting concepts notes, letters, presentations and other documents as required • Coordinate the implementation of the Stakeholder Engagement calendar and related activities • Assist with content development to support marketing and communications efforts including but not limited to newsletters, social media, print media and others • Provide support in stakeholder mapping efforts, identifying key partners and influencers in relevant sectors • Analyse stakeholder engagements and provide insights to enhance relationship-building efforts • Assist in updating and maintaining the stakeholder management database to ensure accurate and current records. • Assist in planning, organising, and executing corporate events • Collaborate with other departments in the development and implementation of CSR projects that align with the organisation's mission and values • Monitoring and evaluating the impact of CSR initiatives, ensuring they contribute positively to the community and align with strategic goals. • Provide general administrative support to the Stakeholder Relations and CSR Manager and the department as required from time to time • Maintain organised records and documentation related to stakeholder relations and CSR activities. 			

<p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Minimum Bachelor Degree (NQF 7) Communications, Public Relations, Marketing, Business Administration, or equivalent qualifications. 		<p>Preferred Skills and Experience</p> <ul style="list-style-type: none"> • Ability to work independently and in a team, in a fast-paced environment • Good writing skills • Decision making and problem-solving skills • Relationship building and interpersonal skills • Assertive and analytical • Ability to communicate and build relationships with people from diverse backgrounds • Strong Project Management Skills • Critical thinking • High integrity and ethical conduct 	
<p>Internal/External Stakeholders:</p> <p>All staff members and external stakeholders are in line with the responsibilities of the role.</p>			
Reviewed By (HR):		Date/Signature:	
Approved By (line manager):		Date/Signature:	
Incumbent signature:		Date/Signature:	