

Job Title:	Coordinator/Assistant: Namibia Convention Bureau/ MICE Office	Department:	Investor Experience Retention and Aftercare
Employee Name:		Division:	Namibia Convention Bureau
Job Category:	Administrative	Job Grade	
Travel Required:	Occasionally	Position Type:	Graduate
Location:	Windhoek	Subordinates:	No
Immediate Supervisor	Manager: Namibia Convention Bureau		
Job Purpose:			
<p>The apprenticeship candidate will support the Manager of the Namibia Convention Bureau by assisting in the facilitation and coordination of the transitional NCB and its related MICE (Meetings, Incentives, Conventions, and Exhibitions) activities. The role involves providing administrative support, helping with the implementation of key functions, assisting with bid support, and contributing to the planning and organization of meetings, conferences, and events. The candidate will also aid in the drafting and execution of the Namibia MICE industry strategy, promote Namibia as a business events destination, and help develop initiatives to drive business travel and tourism opportunities locally and internationally.</p> <p>Through this apprenticeship, the candidate will gain hands-on experience in the MICE industry, develop project management skills, and understand the strategic processes involved in promoting Namibia as a key destination for business events.</p>			
Roles and Responsibilities:			
<ul style="list-style-type: none"> • Supporting meeting planners, exhibition organisers, and conference organisers. • Help manage the bidding process by assisting in lead generation, document preparation, proposal submissions, tracking and responding to bids and new business opportunities. • Assist in coordinating promotional campaigns, both locally and internationally. • Support the Manager in collaborating with stakeholders, clients, partners and government entities such as MEFT, NTB, FENATA, and HAN to help activate and promote Namibia's business tourism offerings for successful event promotion. • Maintain relationships with key industry stakeholders • Support business development initiatives. • Provide administrative support for sales performance tracking and reporting against set targets. • Assist in coordinating the execution of business-related public relations activities and event on-site services. 			

- Assist with budget management and post-event reviews to identify areas for improvement.
- Aid in the coordination of feasibility studies and help monitor the progress of national MICE strategies.
- Provide support for logistics, planning, and execution to ensure successful outcomes of MICE activities.

Qualification and Education Requirements

- Bachelor's degree in Marketing, Business Administration, Tourism and Hospitality Management, or a related field.
- Proven understanding of Namibia's tourism, conference, and conventions industry.
- Strong networking capability and the ability to make new connections.
- Ability to meet stakeholder needs and work under tight deadlines.

Preferred Skills:

- Exceptional verbal and written communication skills.
- Ethical conduct and high integrity.
- Strong organisational skills and attention to detail.
- Team player with the ability to work under pressure.
- Strong organisational and project management skills.
- Effective communication and relationship-building capabilities.
- Ability to assist in strategic planning and implementation.
- Strong attention to detail and ability to manage multiple tasks simultaneously.

Internal/External Stakeholders:

Interaction is at different levels within and outside the organisation in line with the responsibilities of the role.

Reviewed By (HR):		Date/Signature:	
Approved By (line manager):		Date/Signature:	
Incumbent signature:		Date/Signature:	