

## JOB DESCRIPTION

<b>Job Title:</b>	Graduate: Investment Analysis - Manufacturing and Agro Processing	<b>Department:</b>	INV
<b>Employee Name:</b>		<b>Division:</b>	Investment Development and Analysis
<b>Job Category:</b>	Professional	<b>Job Grade</b>	
<b>Travel Required:</b>	No	<b>Position Type:</b>	Graduate
<b>Location:</b>	Windhoek	<b>Subordinates:</b>	No
<b>Immediate Supervisor</b>	Senior Consultant: Investment Analysis (Manufacturing and Agro Processing)		
<b>Role Purpose:</b>			
<p>The purpose of the role will be to support the Investment Development and Analysis team and processes within the scope of responsibilities of the Division in the Department of Investment and New Ventures (INV), as well as to support any other activities as may be required within the Board.</p>			
<b>Role and Responsibilities:</b>			
<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>● Secretarial and administrative assistance on materials used when presenting NIPDB at platforms, sectoral initiatives and committees that deal with Manufacturing, Agro Processing and Value Addition.</li> <li>● Assist in developing and maintaining an accurate and reliable reference / database of Manufacturing/Agro Processing and Value Addition content which can be used or disseminated to the rest of the NIPDB team as and when required.</li> <li>● Coordinating schedules of the meetings, arranging preliminary and follow up meetings within the Department of Investment and New Ventures (INV)</li> <li>● Minute taking;</li> <li>● Drafting memos, concept notes, letters and reports.</li> </ul> <p><b>Research and Content Development</b></p> <ul style="list-style-type: none"> <li>● Conducting desktop research on investment opportunities within the Manufacturing, Agro Processing and Value Addition Sector in Namibia, regions and international</li> <li>● Basic statistical modelling will be necessary to be successful in this role</li> <li>● Drafting other content items that may be required for promotional catalogues.</li> <li>● Research, develop and contribute to solving challenges in existing and emerging Manufacturing and Agro Processing sub-sectors, both practically and on policy level.</li> </ul> <p><b>Any other support that might be required from time to time.</b></p>			
<b>Qualifications, Experience and Education Requirements:</b>			
<p>Bachelor's degree relevant to manufacturing and value addition, including but not exclusive to Engineering, Engineering Management, Economics or similar.</p> <p>A bachelors in Economics, Business Administration/Management, Operations Management, Lean Six Sigma certification will be an added advantage.</p>			

**Preferred Skills:**

- Excellent communicator (spoken, written and interpersonal) in English
- Good organisational and administratively excellent
- A self-starter and initiator
- Solutions-oriented and results-driven
- Integrity, discretion, and respect for confidentiality and privacy, including data confidentiality
- Must be courteous and attentive to details
- Research capabilities, including good analytical skills and numeric capabilities.
- Strong time management skills, by delivering deadlines, managing time across projects and proactively raising issues in a timely manner, prioritising projects.
- Advanced computer skills including MS Office Suite Experience with Google Suite and Cloud will be an advantage
- Must be comfortable with standard office tools including computers and printers
- Must be a Namibian citizen

**Internal/External Stakeholders:**

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

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