

**JOB DESCRIPTION**

<b>Job Title:</b>	Graduate: Public Investments and Local Content	<b>Department:</b>	Investment & New Ventures
<b>Employee Name:</b>		<b>Division:</b>	Public Investments
<b>Job Category:</b>	Professional	<b>Job Grade</b>	
<b>Travel Required:</b>	Yes	<b>Position Type:</b>	Graduate
<b>Location:</b>	Windhoek	<b>Subordinates:</b>	No
<b>Immediate Supervisor</b>	Senior Manager: Public Investment and Local Content		
<b>Role Purpose:</b>			
<p>The purpose of the role will be to support the Public Investments team with administrative, research and support any other activities as may be required within the division and thereby increase productivity and pace of delivery (the division only has two staff members with demanding workloads). The Apprentice will in addition support the broader Investment and New Ventures department when necessary.</p> <p>The apprentice may also be required to support other departments within the NIPDB.</p>			
<b>Role and Responsibilities:</b>			
<b>Administrative Support</b>			
<ul style="list-style-type: none"> <li>• Secretarial and administrative assistance on stakeholder engagements as well as divisional meetings;</li> <li>• Assist with maintaining the Public Investment opportunities pipeline and ensure public sector opportunities are included in the Investment catalogue;</li> <li>• Arranging preliminary and follow up meetings with Public Sector stakeholders for various engagements;</li> <li>• Arranging, coordinating meetings and as necessary take minutes of applicable meeting;</li> <li>• Supporting the SM with input and drafting of Concept Notes, memos, letters and reports.</li> <li>• Work closely with the Regional Investments Co-ordinator and provide support as needed</li> </ul>			
<b>Research and Content Development</b>			
<ul style="list-style-type: none"> <li>• Conducting desktop research for concept notes, reports and propositions;</li> <li>• Collect input from other divisions and/or departments within NIPDB for various submissions.</li> <li>• Drafting other content items that may be required for engagements with Public Sector Stakeholders.</li> </ul>			
<b>Any other support that might be required from time to time.</b>			
<b>Qualifications, Experience and Education Requirements:</b>			
<p>Bachelor's degree in Economics, Commerce, Finance, or any other business related fields.          Should be currently unemployed and preferably with no work experience          A high academic performer with at least an average of 60% in final year and/or having leaderships roles in schools and/or university</p>			

**Preferred Skills:**

**Qualification and Experience Requirements**

- 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:**

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

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