



## JOB DESCRIPTION

<b>Job Title:</b>	Graduate Sector Research and Development	<b>Department:</b>	INV
<b>Employee Name:</b>		<b>Division:</b>	Research & Development
<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: Sector Development		
<b>Role Purpose:</b>			
The purpose of the role will be to support the Research & Development 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.			
<b>Role and Responsibilities:</b>			
<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Secretarial and administrative assistance on Productivity Task Forces (PTFs);</li> <li>• Coordinating schedules of the meetings of the PTFs;</li> <li>• Arranging preliminary and follow up meetings with participants in PTFs;</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 priority sectors and drafting sector profiles;</li> <li>• Drafting other content items that may be required for promotional catalogues.</li> </ul> <p><b>Any other support that might be required from time to time.</b></p>			
<b>Qualifications, Experience and Education Requirements:</b>			
Bachelor's degree in Economics, Commerce, Business Administration or any other related fields.			
<b>Preferred Skills:</b>			
<ul style="list-style-type: none"> <li>• Excellent communicator (spoken, written and interpersonal) in English</li> <li>• Good organisational and administratively excellent</li> <li>• A self-starter and initiator</li> <li>• Solutions-oriented and results-driven</li> <li>• Integrity, discretion, and respect for confidentiality and privacy, including data confidentiality</li> <li>• Must be courteous and attentive to details</li> <li>• Research capabilities, including good analytical skills and numeric capabilities.</li> <li>• Strong time management skills, by delivering deadlines, managing time across projects and proactively raising issues in a timely manner, prioritising projects.</li> <li>• Advanced computer skills including MS Office Suite Experience with Google Suite and Cloud will be an advantage</li> </ul>			

- 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:	