

VACANCY

Position: SENIOR BUSINESS CONSULTANT (X2 positions)
Job Grade: C5
Location: West Branch Office, Walvis Bay & Northern Branch office, Oshakati.

The incumbent will report directly to the Regional Manager, he/she will provide sales service at the regional level and advance external relationship to promote NHE products and services to the community and other stakeholders.

Key Performance Areas:

- Ensure creative sales concepts (Projects) with a strong focus on business growth.
- Build and maintain high –level contacts with current and prospective customers, other business units and project partners.
- Ensure the highest standard of service excellence for all NHE clients.
- Sales administration efficiency-accurate compilation and preparation of all client related administration documents and ensure that all instructions are correct and carried out as stipulated;
- Coordinate sales activities including developing opportunities to cross sell products to existing clients.
- Participate actively in community business and industry organisations to build a network of contacts that improve the presence and reputation of the organization in the local area.
- Coordinate subordinates work to meet all deadlines and commitments; ensure efficient and effective service delivery.
- Undertaking and prepare reports and correspondence as well liaison with external stakeholders (banks, local Authorities etc.) as required.
- Promote the organization product and services.

Competencies required:

Knowledge

- Knowledge of basic accounting
- Knowledge of local indigenous language (added advantage)

Skills and Behavioural Competencies

- Planning and administrative skills
- Negotiation skills.
- Supervisory skills.
- Presentation skills.
- Analytical skills.
- Presentation and report writing skills.
- Computer literate (MS Word, Excel, Outlook, PowerPoint).
- Interpersonal and communication skills

Minimum Education and Experience Requirements:

- B. Degree in Sales & Marketing or equivalent.
- At least five (5) years' experience in sales within the housing sector in a medium-sized organization.
- Valid driver's license.

Applicants should be Namibian citizens. NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages.

People with disabilities meeting requirements are encouraged to apply.

Only shortlisted candidate will be contacted and no documents will be returned.

Applications should be addresses to:

The Chief Executive Officer

Attention: Acting Executive: Human Capital & Strategy

**NHE Head Office -7. Gen. Murtala Muhammed Ave.
PO Box 20192, Eros, Windhoek**

Only applications submitted via NHE recruitment e-mail (recruitment@nhe.com.na) will be accepted.

CLOSING DATE: 13 NOVEMBER 2023



National Housing Enterprise

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