

VACANCY

Position: SENIOR OFFICER: STAKEHOLDER RELATIONS (3 Months Contract)
Grade: C5
Location: Head Office, Windhoek

Reporting directly to the Manager: Corporate Communications and Marketing, the incumbent will assume responsibility of NHE stakeholder engagement activities.

KEY PERFORMANCE AREAS:

- Develops and implements NHE Stakeholder Management Strategy and Engagement Plan.
- Coordinate courtesy visits, identifies and consolidate opportunities for NHE to network and develop strategic links with its stakeholders.
- Coordinate stakeholder information sessions.
- Facilitate internal and external stakeholder satisfaction surveys and implement recommendations.
- Promotes NHE corporate brand.
- Ensures consistency in branding of all NHE offices and allocate branding materials accordingly.
- Produces various forms of communications material to enhance the desired image of NHE among stakeholders and the general public.
- Coordinate the implementation of the CSI Annual Plan.
- Effectively coordinates the event management process and serves as the focal point for external stakeholders' events.

COMPETENCIES REQUIRED:

Knowledge:

- Production knowledge of various communications media, including print, radio, television and online.

Skills and Behavioural Competencies:

- Good communications skills (written and verbal)

- Good human relations skills
- Innovativeness
- Adaptability
- Goal orientated
- Sound writing and interpersonal skills
- Ability to work under pressure and independently
- Analytical skills

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors' degree in Media Studies, Journalism, Communication, Marketing Studies or any other relevant degree.
- 2 years' working experience in a similar environment of public relations, marketing or communication.
- Valid Code B driver's licence
- Namibian citizenship.

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 addressed to

The Chief Executive Officer

**Attention: The Executive Human Resources & Strategy
NHE Head Office**

7. Gen. Murtala Muhammed Ave. Eros, Windhoek

Via email to: recruitment@nhe.com.na

(Only emailed applications will be accepted)

CLOSING DATE: 17 April 2024