

VACANCY

Position: SALES CONSULTANTS (2X)
Grade: C3
Location: NORTH BRANCH, OSHAKATI & CENTRAL BRANCH, WINDHOEK

The main purpose of this job is to serve as liaison between NHE and the community to facilitate the process of homeownership and to promote responsible home-ownership; and to assess client needs to ensure that NHE products and services remain relevant to the target market.

Key Performance Areas

- Markets and sells NHE products and services.
- Builds goodwill towards NHE by providing housing solutions to the community.
- Complete and update sales/client records
- Deals with registration of property and all administration work relating to sales.
- Prepare loans files and handle any information relating to sales.
- Deals with project sales, building loans, upgrading, and private sales,
- Handles all inquiries about sales and homeownership.
- Always ensure customer focus when dealing with clients.
- Provide after -care services to homeowners.

Competencies required:

Knowledge:

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

Skills and Behavioural Competencies:

- The person should be culturally sensitive, have personal and professional integrity and possess a high level of emotional intelligence.
- Should be a client and community- oriented and

have entrepreneurial flair

- Good command in English.
- Financial, marketing and interpersonal skills
- Knowledge of other indigenous languages would be an added advantage
- Solution driven

Minimum Education and Experience Requirements:

- National Diploma/Degree in Sales/Marketing or equivalent:
- Three (3) years' experience in the housing sector in a medium-sized organization
- Code B driver's license (Manual)

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

ONLY APPLICATIONS SUBMITTED VIA THE NAMIBIA INTEGRATED EMPLOYMENT INFORMATION SYSTEM (NIEIS) WEBSITE <https://nieis.namibiaatwork.gov.na/> WILL BE ACCEPTED.

ALL APPLICANTS ARE ADVISED TO APPLY SEPERATELY FOR EACH BRANCH.

CLOSING DATE: 10 May 2024