

# Vacancy

**Position:** Senior Business Consultant  
**Grade :** C5  
**Location:** West Regional Office - Walvis Bay Branch

The main purpose of this job is to provide sales service at the regional level and advance external relationship to promote NHE products and services to the community and other stakeholders.

- **Reporting:** Prepare and consolidate performance reports, track regional performance against targets, and contribute to budget planning.
- **Staff Supervision:** Lead, mentor, and monitor sales consultants, Safe Custody officers, and customer care staff to ensure high performance and productivity

## KEY PERFORMANCE AREAS

- **Marketing & Sales:** Lead regional marketing strategies, identify and prioritize sales opportunities, oversee promotional activities, and ensure compliance with NHE sales policies.
- **Home Loan Applications:** Manage end-to-end home loan application processes, ensure adherence to lending standards, and improve turnaround times and approval rates.
- **Business Development & Market Assessment:** Conduct market research, identify growth opportunities, monitor trends, and support housing project initiatives.
- **Municipal & Administrative Coordination:** Ensure timely municipal service connections, oversee house handovers, and resolve client issues efficiently.
- **Customer Service & Client Education:** Supervise client education programs, enhance customer experience, manage customer care routines, and address conflicts professionally.
- **Safe Custody Management:** Ensure all critical loan documents are securely stored, audited, and managed according to NHE policies.
- **Stakeholder Relations:** Build and maintain relationships with banks, local authorities, developers, and other key partners.

## KNOWLEDGE AND COMPETENCIES AND SKILLS REQUIRED

### Knowledge

- Knowledge of housing finance, mortgage processes, and credit evaluation.
- Knowledge of corporate policies, Safe Custody, and document management procedures.
- Understanding financial analysis.
- Knowledge of local languages (advantageous).

### Skills and Behavioural Competencies

- Strong leadership, supervisory, and strategic planning skills.
- Decision-making, analytical, and problem-solving abilities.
- Excellent communication, negotiation, and stakeholder engagement skills.
- Confidentiality, integrity, and attention to detail.
- Computer literate (MS Word, Excel, Outlook, PowerPoint).

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- B Degree/National Diploma in Marketing, Business Administration, Economics, or equivalent qualification. Real Estate Agent Certificate is an added advantage.
- 5 years' experience in sales, property or home loan environment or 3 years supervisory or managerial experience. Experience in records or document management is an added advantage.
- Valid drivers' license (code B). The license should be a non-automatic driving 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 addressed to:

**The Chief Executive Officer**

**Att: Executive: Human Capital & Strategy**

**NHE Head Office**

**7. Gen. Murtala Muhammed Ave.**

**PO Box 20192,**

**Eros , Windhoek**

and emailed to: [recruitment@nhe.com.na](mailto:recruitment@nhe.com.na)

**CLOSING DATE: 07 APRIL 2026**