



# CAREER OPORTUNITY COMMUNICATIONS OFFICER

**Business Unit: Stakeholder Relations**  
**Location: Windhoek**  
**Duration: Permanent after six months' probation**

## ABOUT CPBN:

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act of 2015 (Act No. 15 of 2015) with the mandate to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for the public entities. In pursuing its vision to ethically manage procurement on behalf of Namibian public entities CPBN invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the above role.

## PURPOSE OF THE JOB

The position is responsible for assisting the Manager: Stakeholder Relations in promoting and maintaining CPBN's positive image, strategic communication and enhancing Stakeholders relations in line with CPBN strategic plan. The position also exists to provide administrative support to the Manager Stakeholders Relations.

## KEY ACCOUNTABILITIES

- Timeously collects relevant information required for the Planning sessions held by the Manager for either the Strategic Plan of the Annual Plans;
- Develop and Implement Communication strategies in line with CPBN Strategic Plan and the Unit's Annual plans aligned to signed Performance Agreement or any other individual action plan approved by the Manager;
- Provide administrative support to the Unit
- Media Relations
- Events Management
- Research and analyse public perceptions of the CPBN Brand and recommend corrective and mitigating action;
- Coordinate internal and external communication by gathering information for the internal and external newsletter;
- Manage public outreach programmes e.g. public education, road shows and trade fairs
- Manage CPBN Website and Social Media platforms
- Media monitoring
- Perform any other functions within your abilities as directed by the Stakeholder Relations Manager;

## MINIMUM EDUCATION

- Diploma in Public Relations/Communications/ Marketing or equivalent;
- A Degree in Public Relations/Communication/Marketing will be an added advantage.

## MINIMUM EXPERIENCE

- 3 years' experience in Public Relations, Marketing or Stakeholder Engagement in the public sector and/or corporate environment.
- A valid Driver's license will be a distinct advantage.

## TECHNICAL COMPETENCIES

- Knowledge of the Public Procurement Act and Regulations;
- Social Media Management, Reporting, and Presentation;
- In depth knowledge of public relations and brand management;
- Computer literacy, particularly desktop publishing;
- Digital marketing skills, particularly Social Media Marketing;

## GENERAL COMPETENCIES

- Accuracy, clarity and brevity in Communication (oral and written);
- Time management skills;
- High levels of confidentiality and maturity;
- Stakeholder engagement skills (internal and external);

## PERSONAL ATTRIBUTES

- Adaptable, flexible and resilient, able to cope with the pressure of managing the demands of a high volume of work and meeting deadlines;
- People and service centered;
- Result-oriented, Emotional Intelligence, Innovation and Creativity;
- Ethics and integrity;
- Ability to work independently and under pressure.

## SALARY PACKAGE

- An attractive Total Cost to Company salary package negotiable and commensurate with experience and qualifications is offered.

## ADDRESS APPLICATION TO:

The Manager: Human Capital: Postal address, PO box 23650 Central Procurement Board of Namibia, Windhoek.  
Hand deliver: 8161 Julius Nyerere Street, Southern Industrial, Windhoek.

Enquiries: Mr. E. Simon. Tel: (061) 447700

**CLOSING DATE: 08 July 2022**

Applicants in "Designated Groups" especially people with disabilities, who are able to perform the required duties are encouraged to apply.

NB: Interested candidates should submit a cover letter, comprehensive CV (5) pages maximum with certified copies of educational qualifications and identity document.

Only shortlisted candidates will be contacted for interviews.

**ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE**



+264 61 447700



pr@cpb.org.na



www.cpb.org.na



P.O. BOX 23650



Erf 8161 Julius Nyerere Street, Windhoek, Namibia