

## CENTRAL PROCUREMENT BOARD OF NAMIBIA

### Job Profile

**Job title:** Marketing and Stakeholder Engagement Specialist

**Duty Station:** Central Procurement Board, Windhoek

**Commencement date:** as soon as possible

**Expected duration:** Five (5) Year Contract (after six months probationary period)

**Level:** TBA

### About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects 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 public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

### Roles and responsibilities

This position reports into the Deputy Administrative Head and is responsible for managing the CPBN's reputation. The incumbent is expected to gain an understanding of the CPBN, support and trying to influence opinion and behaviour.

### Specific duties:

He or she will have the following responsibilities and functions:

- Draft, review, implement and evaluate overall CPBN Communication Strategy
- Provide high level strategic advice to senior management
- Consult and collaborate with senior marketing industry leaders on marketing & communication strategies to meet business objectives
  - Serve as a contact person for CPBN related activities, handling all pro-active and re-active news media relations
- Have a clear understanding of the CPBN reputational risks, its reputational drivers and how to mitigate reputational threats through media management.
- Draft and implement Stakeholders Management Strategy
  - Assist the Chairperson to respond to relevant Ministerial and Public entities correspondence
- Educate, advice and embrace core stakeholders on bidding process to create a positive perception about CPBN
  - Draft and co-ordinate input for the Board and Annual Reports
  - Draft and implement Media & Social Management Strategy
    - Organising media conferences and events for CPBN such as media year end function, journalist training on procurement processes etc.
- Commissioning printing, advertising and surveys

- Draft and issuing media releases and compiling information packs for the media relations strategy to support marketing campaigns
- Daily evaluation and monitoring of Media publicity and reporting of any negative publicity on the CPB to the executive management

### **Qualifications, Skills and Competencies**

- Postgraduate qualification in Communication/Marketing; Bachelor's degree in Communications/Marketing;
- A minimum of seven (7) years in communication environment with four (4) years in a supervisory position
- Experience with developing strong working relationships
- Computer literacy and experience with learning new software
- Excellent written English, and the ability to present material in writing and orally for a range of audiences and levels of formality
- PRISA membership will be an added advantage
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Stakeholder Engagements.
- Experience of professional written and verbal communication and interpersonal skills
- Excellent organisational skills;
- Proven ability to work under pressure and under tight deadlines;
- Be able to think strategically, and prioritize among competing demands;
- Extensive knowledge of office management principles and procedures
- Demonstrated ability to maintain confidentiality
- Ability to coordinate multiple projects
- Develop and Manage Divisional Operational Budget Manage own Performance and Development as well as for Direct Reports
- Perform Customer Relations Related Duties
- General Administration

CLOSING DATE: 31 AUGUST 2018 ENQUIRIES: HR MANAGER EMAIL: [hr@cpb.org.na](mailto:hr@cpb.org.na)

SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED NO E-MAIL APPLICATIONS WILL BE ACCEPTED

ADDRESS FOR SUBMISSION: HAND DELIVERY: POSTAL ADDRESS: MANDUME PARK PO BOX  
23650 1 TEINERT STREET WINDHOEK WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE