

JOB DESCRIPTION

Job Title:	Senior Manager/Head: Strategy and Project Management Unit	Department:	Office of the CEO
Employee Name:		Division:	
Job Category:	Skilled	Job Grade	
Travel Required:	Yes	Position Type:	Fixed Term (12 Months)
Location:	Windhoek	Subordinates:	Yes
Immediate Supervisor	Chief Executive Officer		
Job Purpose:			
<p>The Senior Manage/Head: Strategy and Project Management will be responsible for supporting the Chief Executive Officer with overall NIDA strategy and Project Management. She/he will assist in shaping the organisation's Short and long-term strategy and developing measures that realize the organization's objectives. She/he must understand future needs and opportunities to propose and/or translate them into technology, processes and/or services that create value. Focusing on strategic alignment, value delivery, risk management, and resources management, leading the research and transition activities, and applying research, experimental development, and early design activities to validate/invalidate ideas. Apart from strategy development and benchmarking exercises, the incumbent must consistently monitor, evaluate and report on strategy implementation to the entire Executive and Management Team.</p> <p>The incumbent will also direct the activities of the Project Management Unit in the office of the CEO to ensure that the entire organization is effectively managing, collaborating and delivering on all its projects. As such, she/he is responsible for planning and overseeing projects within the organisation, from the initial ideation through to completion and evaluation. She/he coordinates people and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives.</p> <p>Furthermore, she/he will handle day-to-day items delegated by the CEO including attending some meetings with the CEO, and ensuring follow up on all action items in line with best project management practices.</p>			
Role and Responsibilities:			
<ul style="list-style-type: none"> • Coordinate, monitoring, reporting on the implementation of the short term and five-year strategies when due, annual business plans, company and departmental scorecard, Integrated Strategic Business Plan as required by PEGA and any other statutory reports as may be required, including the annual report; • Develop organisational reporting and Monitoring Tools and Instruments • Prepare, monitor and evaluate the organisation's strategy implementation plan; • Ensure alignment of departmental goals, processes and resource allocation with the organisational strategy and support the various Departments to ensure the attainment of the strategy; • Conduct continuous organisational and national-level benchmarking to identify trends and opportunities to improve the NIDA and Namibia's competitive positioning, including monitoring Namibia's performance in international rankings; • Coordinate the Implementation of special consultancies/ assignments/ strategies as directed by Board and CEO • Coordinate the writing and preparation of Annual Report • Coordinate the organisational Performance Assessment Process and Prepare Report to that effect 			

SI Kankondi (Chairperson), T Kadhikwa (Deputy Chairperson), BM Muteka, E Katjaerua, S Von Blottnitz,
J Mutumba, R Lukonga (Chief Executive Officer)

All official correspondence must be addressed to the Chief Executive Officer

Qualifications and Experience Requirements

- Master's degree in Commerce, Accounting, Entrepreneurship, International Business, Business Administration, Economics, or any other related fields;
- Other professional qualifications equivalent to Master's degree level would be accepted.
- 3-5 years' experience in a related field and at least 3 years should have been in a managerial role;
- Experience in implementing and/or facilitating strategy development, monitoring and implementation;
- Project Management Certification with an accredited international body will be advantageous;
- Experience working in a project-driven environment with multiple projects running concurrently and a focus on stakeholder management;
- Must be computer literate with good working knowledge of Microsoft Office.
- High-level skills and knowledge on power point preparation, infographic usage and good English writing

Preferred Skills

- Problem-solving skills and solutions-driven;
- Time management skills and able to work well under pressure;
- Plan ahead and work in systematic, and organised way;
- Show interest in the Namibian economy and stays up to date with market factors and global events and trends;
- Goal driven, results-orientated and very observant;
- Sound communication and interpersonal skills;
- Self-motivated, a self-starter and an initiator;
- Discretion and diplomacy with a good understanding of data privacy and confidentiality standards;
- Friendly, well-presented and excellent communicator (spoken, written and interpersonal);
- Honest with a high level of personal integrity and adherence to ethical standards;
- Dependable and responsible;
- Excellent presentation skills;
- Strong research capabilities, including good analytical skills and numeric capabilities;
- Strong project management skills with an ability to manage multiple concurrent projects and complex assignments;
- Ability to establish and maintain positive working relationships with key stakeholders;
- Strong knowledge and understanding of key organisation and business fundamentals;
- Interested and ready to invest in the development of others.

Internal/External Stakeholders:

Interaction is at different levels within the organisation in line with responsibilities of the role.

Reviewed By (HR):		Date:	
Approved By (Line Manager):		Date:	
Incumbent Signature:		Date:	