



nampost®

Vision: To always be the best at what we do!

Vacancy – Manager: Marketing & Communications

Division: Marketing & Communications

Department: Marketing, Business Development & Communication

Office: Windhoek

Primary purpose of position

To develop, refine and provide the services and support capacity in the areas of Marketing and Communications, that will optimally support business units in the proactive and effective management of the NamPost Brand & Image, the optimisation of branding, advertising, promotions and communications campaigns. To consistently further the focus, interface effectiveness and impact of the NamPost Brand through orchestrated complementary campaigns, projects, and services.

To guide management in operationalizing brand and image intent and achieve a high standing of the NamPost brand both internally and externally, enabling pride, loyalty, trust and commitment amongst stakeholders.

To create effective means and motivation for internal and external communication, leveraging communication as a means of relationship building, consistency of approach and networking.

To focus own team on the provision of superior services in this area, creating optimal brand, services and communications value at corporate, business unit and product/services levels.

Main Responsibilities

- Marketing & Communications Oriented Strategic Inputs, Advice, Recommendations (incl. Research)
- Marketing & Communications Operational Policies, Processes & Procedures
- Marketing & Communications Campaigns/Projects
- Branding & Image Development & Support Services (incl. Promotional Items Management)
- Internal Communication Services (Branding based) – formal and informal
- External Communication Services – (Branding Based) – formal and informal

- Corporate Social Responsibility Management
- Crisis Management & Impact Management Services
- Marketing & Communications Annual Plans, Schedules & Budget(s)
- HR/Team Effectiveness

Educational and experience requirements

B Degree/ B Tech in Marketing/Media/Journalism. PR. PRISA level 2 qualification would be an advantage with a minimum of 3 years' experience in Marketing and Communications/Public Relations environment (a mixture, but with a marketing slant would be an advantage), in professional services/team leadership/managerial level.

Skills and Knowledge requirements

- Knowledge of and experience in a Corporate Communications position in an organisation of similar magnitude and complexity or in a Journalism/Public Relations environment.
- Expert knowledge of marketing concepts and practises
- Brand Experience
- High level of conceptual and analytical thinking ability
- Expert knowledge of integrated marketing concepts and practice.
- High level verbal and written communications skills
- Expert knowledge of integrated marketing concepts and practice.
- Manage Communications systems design in business/corporate environments
- Analysis (with an emphasis on image, branding and consumer analysis)
- Leadership (expertise based)
- Computer literate
- High level of conceptual and analytical thinking
- Basic knowledge on the inhouse designing programmes (Photoshop/InDesign/CorelDraw and PowerPoint)

Closing Date: 15 November 2019

Candidates who comply with the above criteria and competency areas should submit letters of applications, certified copies of relevant qualifications together with a detailed curriculum vitae to: The Executive: Human Resources; NAMPOST; P O Box 287; Windhoek. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.