

## JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                     |                       |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Senior Investment Analyst (ICT)                     | <b>Department:</b>    | Investment                          |
| <b>Employee Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     | <b>Division:</b>      | Investment Analysis and Development |
| <b>Job Category:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Specialist                                          | <b>Job Grade</b>      | C5                                  |
| <b>Travel Required:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes                                                 | <b>Position Type:</b> | Permanent                           |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Windhoek                                            | <b>Subordinates:</b>  |                                     |
| <b>Immediate Supervisor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Senior Manager: Investment Analysis and Development |                       |                                     |
| <b>Role Purpose:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                     |                       |                                     |
| <p>The purpose of the Investment Analysis and Development Division is to ensure there is a constant identification, development (together with relevant stakeholders) and flow of investment opportunities/propositions in Namibia as well as to maximise the quality of potential investment opportunities (investment enquiries, connections, leads and projects), ensuring that they all create and capture maximum socio-economic value and result in realised investment and reinvestment in Namibia. The division is also responsible for providing specialist advice and support to internal and external stakeholders in the delivery of projects and drive initiatives for developing investment opportunities in priority sectors.</p> <p>The purpose of the role Senior Investment Analyst (Information and Communication Technologies) is to analyze and evaluate investments from the Information and Communication Technologies and associated subsectors (as well as additional identified service sectors as might be assigned by management from time to time), engaging the NIPDB for support, guidance or facilitation services. The incumbent will also provide expert advice and insights on projects within these sectors, with a key focus on addressing challenges where infrastructure, regulatory frameworks or any other factors may present constraints.</p> <p>The candidate will work closely with a range of stakeholders, including investors, internal NIPDB teams, other Offices, Ministries; and Agencies (OMAs) and sectoral peers to gather data, information, and insights to provide informed advice to investors and the Board.</p> <p>As a sectoral expert and analyst, the outputs from this role will drive the development of sectoral investment strategy and contribute to developing tailored solutions for projects within the above-mentioned sectors. These solutions will address challenges impacting investor projects, sectoral development and the overall feasibility and viability of projects. Problem-solving will extend beyond specific assigned sectors to include commercial and industrial applications in related subsectors.</p> |                                                     |                       |                                     |

ensuring an integrated approach to addressing sectoral challenges.

| Duties and Responsibilities:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Measures:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Promote the Information and Communication Technologies (ICT) Sector</b></p> <p>The incumbent will be responsible for supporting the Investment Department and its key members in promoting investment into Namibia's <b>ICT sector</b> (excluding manufacturing), by:</p> <ul style="list-style-type: none"> <li>• <b>Identifying, highlighting, and providing information</b> about key investment opportunities in: <ul style="list-style-type: none"> <li>○ <b>Core ICT subsectors</b>, including digital infrastructure (e.g. broadband, fibre networks, data centres, cloud services), telecom services, ICT-enabled services, digital platforms, and fintech; and</li> <li>○ <b>Adjacent and cross-cutting sectors</b>, such as e-commerce, e-government solutions, ICT for education and health, smart city applications, and digital creative services.</li> <li>○ Emphasizing opportunities that enhance digital transformation, expand connectivity, and improve Namibia's position in the global digital economy.</li> </ul> </li> <li>• <b>Collaborating with the Public Investments Division</b> to identify and co-develop strategic ICT projects and investment propositions, in close coordination with relevant OMAs, regulators (e.g., CRAN, MTC and Telecom Namibia), and ecosystem stakeholders. Ensure these projects are investment-ready, regulation-compliant, and aligned with national digital development priorities.</li> </ul> | <ul style="list-style-type: none"> <li>• % Adherence to the relevant company policies and procedures.</li> <li>• % Milestones Achieved against set plans</li> <li>• Recognise and embrace viable and long-term strategies</li> <li>• Diversification of potential investments</li> <li>• Potential investments meet the set criteria for the pipeline</li> <li>• Timely and accurate submission of information</li> <li>• Quality and accuracy of information</li> <li>• Data integrity</li> <li>• Ease of access to data / information / material</li> <li>• Consistent and accurate public portrayal of the country and Company's image</li> <li>• Problems / gaps identified and action plans in place or matters resolved</li> <li>• Turnaround Time on investor queries</li> <li>• Stakeholder satisfaction Index</li> <li>• Stakeholder engagement rating</li> <li>• Indicative improvement in the sector</li> <li>• Validity and reliability of research data / findings</li> <li>• Accurate dissemination of information to aid growth of the sector</li> <li>• Accurate / precise matchmaking / connections based on analysed sector</li> </ul> |



# NIPDB

Namibia Investment Promotion  
& Development Board

Office of the President

- **Designing clear, consistent, and compliant pathways** for domestic and international investment into the ICT sector, ensuring alignment with emerging market trends, Namibia's digital infrastructure needs, and national regulatory frameworks.
- **Providing advanced facilitation support** to investors and project developers in ICT, assisting with issues related to licensing, policy clarity, market access, and project execution.
- **Actively supporting ICT sector development task forces**, digital economy working groups, and policy reform initiatives. Contribute technical expertise to help unlock investment opportunities, address sector bottlenecks, and promote sustainable digital ecosystem growth.

#### **General: Responsibilities**

The incumbent will contribute to the body of work in the Department by:

- **Representing NIPDB:**  
As directed, represent NIPDB on platforms, sectoral initiatives, and national or regional committees focused on ICT and digital economy development.
- **Research and Reporting:**  
Lead the preparation of high-quality research, reports, and briefing notes required for NIPDB and its stakeholders. Develop and maintain an accurate and up-to-date reference database on Namibia's digital infrastructure, regulatory landscape, ICT investment projects, and ecosystem players.
- **Data Modelling and Trends Analysis:**  
Conduct data modeling and stay informed on national and global trends, issues, and innovations in ICT. Present forecasting reports and insights in a clear, practical format, using the findings to inform

data / information

- Interest generated towards the sector / business / investment growth in the sector



# NIPDB

Namibia Investment Promotion  
& Development Board

Office of the President

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>investment strategy and provide evidence-based recommendations to the Board and external clients.</p> <ul style="list-style-type: none"> <li> <b>Project Management and Analysis:</b><br/>           Undertake various ICT-related projects within NIPDB, including strategic advisory, project readiness assessments, and regulatory or economic analysis. Track and report on the progress and impact of ICT-related investor projects.         </li> <li> <b>Benchmarking and Performance Analysis:</b><br/>           Perform output and performance benchmarking for digital infrastructure and ICT service projects, supporting continuous improvement and competitiveness.         </li> <li> <b>Investor Engagement Materials:</b><br/>           Collaborate with the Investment Facilitation Office (IFO) to develop and maintain targeted investor engagement materials, tools, and value propositions for ICT sector investors.         </li> <li> <b>Market Monitoring and Analysis:</b><br/>           Provide continuous updates on global and regional ICT market trends, including regulatory shifts, investment flows, and digital technology developments, to support NIPDB's strategic positioning.         </li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Qualifications and Expertise Requirements</b></p> <ul style="list-style-type: none"> <li>A <b>Bachelor's Degree</b> in Information Systems, Computer Science, ICT, Business, Digital Economy, or a related field.</li> <li>A <b>Master's Degree</b> in ICT Policy, Business Management, Economics, Digital Transformation, or a related discipline will be an added advantage.</li> <li>An excellent understanding with <b>recent knowledge and experience of Namibia's ICT landscape</b>, including digital</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>Critical Thinking</li> <li>Ability to broadly assess and understand any agricultural or commercial projects and be able to constructively engage with investors and stakeholders.</li> <li>Ability to see how any business can fit into Namibia's food-business ecosystem</li> <li>Ability to promote an agriculture opportunity or solution to a potential</li> </ul> |



# NIPDB

Namibia Investment Promotion  
& Development Board

Office of the President

infrastructure, ICT services and innovation ecosystems, is a distinct advantage.

- Proven understanding of **regulatory, infrastructure, and market dynamics** within the broader ICT value chain (excluding manufacturing).
- Strong knowledge and understanding of key **national digital development priorities**, economic fundamentals and the role of ICT in economic diversification.
- A sound grasp of **global ICT and digital economy trends**, challenges and emerging opportunities, particularly as they relate to developing economies.
- Knowledge of **policy frameworks**, including telecom regulation, data governance, and digital skills development strategies.
- A minimum of **3 years of experience** in the ICT sector, digital transformation initiatives or investment-related roles in ICT.
- Demonstrated experience in **stakeholder engagement**, especially with investors, regulators, and technology ecosystem players.

## Preferred Areas of Expertise:

- Digital infrastructure development (broadband, fibre networks, data centres).
- ICT-enabled services and innovation ecosystems (e.g. digital platforms, fintech, e-government).
- ICT policy development and regulatory reform.
- Startup and digital entrepreneurship ecosystem support.
- Digital inclusion and digital skills capacity

investor or stakeholder

- Structured problem solving skills
- Exceptional verbal and written communication skills
- Exceptional presentation skills
- Excellent interpersonal skills
- Strong project management and time management skills, including managing multiple concurrent tasks and complex assignments
- Ethical conduct and high integrity
- A good understanding of data privacy and confidentiality standards
- Superior ability to establish and maintain positive working relationships with key stakeholders and investors



# NIPDB

Namibia Investment Promotion  
& Development Board

Office of the President

|                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |       |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--|
| building initiatives.<br><br><b>• Key Attributes:</b> <ul style="list-style-type: none"> <li>○ Ability to meet tight deadlines and manage multiple projects effectively.</li> <li>○ Proven ability to collaborate with stakeholders and align with national development goals.</li> <li>○ A strong understanding of market trends, investment opportunities, and sector-specific challenges in tourism and creative industries.</li> </ul> |  |       |  |
| <b>Internal/External Stakeholders:</b><br><br>All internal staff members and stakeholders are in line with the responsibilities of the role.                                                                                                                                                                                                                                                                                               |  |       |  |
| Reviewed By (HR):                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Date: |  |
| Approved By (Line Manager):                                                                                                                                                                                                                                                                                                                                                                                                                |  | Date: |  |
| Incumbent Signature:                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Date: |  |