

# VACANCY

THE NAMIBIA TOURISM BOARD IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO PROMOTE NAMIBIA AS A SOUGHT AFTER TOURISM DESTINATION BY REGULATING THE TOURISM INDUSTRY AND FACILITATING SKILLS CAPACITY BUILDING.

The NTB has an employment opportunity at the strategic level of the institution, for a seasoned senior executive to occupy the following position:

## CHIEF EXECUTIVE OFFICER

Applicants should be cognizant of the fact that this is a five (5) year contract position with its duty station being Windhoek. The remuneration package for this position is commensurate with the employment level and responsibilities of the position for a Tier 1 SOE in line with the provisions of the SOE Act. The position reports directly to the NTB Board of Directors. The incumbent is tasked with ensuring that the purpose of the NTB is realized through effective and attractive Marketing of "Destination NAMIBIA" as a sought after destination, the development of a competitive and sustainable tourism destination, the robust and effective implementation of the requisite regulatory environment within the tourism industry, people and industry standards development, prudent financial management, risk management & mitigation as well as embedding a values based culture within the NTB and achieving the NTB's vision.

### KEY PERFORMANCE AREAS

- 1) Provide strategic leadership and direction to the NTB
- 2) Formulate and implement sound business strategies to drive growth in key areas as agreed with the board and shareholder
- 3) Develop proactive public relations and stakeholder engagement initiatives to enhance NTB's corporate image
- 4) Direct the development and co-ordination of the marketing strategies including identifying and focusing on tourism source markets that provide the highest return
- 5) Foster harmonious working relationships, embed a high performance and value based culture within the institution and maintain business networks with local, regional and international stakeholders
- 6) Implement human capital management and development strategies in line with global best practices
- 7) Ensure the existence of a financially sound and viable institution through good financial practices, operations and administration
- 8) Manage the affairs of the institution in line with good corporate governance practices, including executing the institution's statutory mandate of developing the regulatory framework and Quality Assurance Schemes

### KEY QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Business Administration or Business Leadership or Tourism and Hospitality Management
- The above qualification should be coupled with at least 8 year's strategic executive experience
- Executive experience within the tourism & hospitality industry will be an added advantage

### PREREQUISITE SKILLS AND KNOWLEDGE

- Extensive related experience in a senior leadership role
- Proven success as a leader formulating policies and directing diverse programs/projects/departments or functions
- Proven ability to collaborate strategically with various stakeholders
- Comprehensive understanding of the statutory role the NTB has to fulfil in the Namibia Tourism sector

### KEY ATTRIBUTES:

- Ability to exercise discretion and independent judgement
- Emotional intelligence to communicate with a variety of personalities in a tactful, pleasant and professional manner at all times
- Adaptability to change
- A high level of stress tolerance
- Ability to work accommodatingly and politely with all stakeholder to attain set goals/results

### KEY COMPETENCIES:

- Leadership Ability/Relationship Management
- Strategic Thinking
- Financial Performance/Management effectiveness
- Emotional Intelligence and Conflict Resolution
- Networking & Influencing Skills
- Stress Tolerance/Resilience
- Presentation/Communication Skills
- Project Management
- Risk Management
- Culture & Change Steward

Applications with a comprehensive Curriculum Vitae and certified copies of qualifications and academic records, should be addressed to:

The Chairperson of the Board, Namibia Tourism Board, P/Bag 13244, Windhoek, Namibia or hand deliver it at the Namibia Tourism Board Office Building, Ground Floor, c/o of Sam Nujoma Drive and Haddy Street.

Applications should reach us no later than 17:00 on 7th JULY 2017. All hand delivered applications must be signed into a submission list kept at the RECEPTION, or it can be emailed to [pbrinkmann@tourvestdm.com](mailto:pbrinkmann@tourvestdm.com) and NO faxed application shall be accepted.

Note: Only short listed candidates will be notified, and no documents will be returned.

