



NAM-MIC Holdings (Pty) Ltd is wholly owned by the **Namibia Miners Investment Trust (NAMIT)** whose beneficiaries are defined as current and ex-mineworkers, energy workers, their dependents, and the communities they hail from. Nam-mic was established to pursue unlisted and listed investment opportunities. In pursuit of its vision of becoming a leading broad-based black economic empowerment company, the company seeks the services of a suitable, qualified, experienced, and competent person for the position of: **CORPORATE AFFAIRS OFFICER**

Department: Office of the Chief Executive Officer

Position: Corporate Affairs Officer

Job Grade: C3(Patterson)

Location: Windhoek

Reports to: Chief Executive Officer

Job Purpose: To manage the company's corporate communications and publications.

Key Performance Areas:

- Corporate communication Strategy,
- Corporate Affairs Management
- Stakeholder Management
- Promotion of company's image
- Internal and External communication and publication
- Administrative support service

Qualifications & experience:

- Bachelor's degree (NQF: Level 7) in Journalism with Communication/ Public Management/Corporate Communications or a relevant qualification.
- Three (3) years of working experience in a corporate business environment. Skills in corporate and public relations are preferable.

Key Performance Areas (KPA)

- Corporate Communication Strategy
- Corporate Affairs Management
- Internal and external communication and publication
- Promotion of the Company's image
- Stakeholder Management
- Administrative support service

In return, Nam-mic offers a competitive remuneration package and excellent benefits which include Medical Aid, Pension Fund, and Housing Allowance, etc. If these challenges appeal to you, please send us your application with detailed curriculum vitae, certified copies of your qualifications (foreign qualifications must be evaluated) and identification documents to:

Human Capital & Administration Officer**Nam-mic Holdings****P O Box 2364****Windhoek****Namibia**

Or hand deliver to: John Shaetonhodi House, 5 Adler Street, Windhoek West by **NOT LATER than 30 May 2025 at 12hr00pm (noon).**
BENEFICIARIES OF NAMIT BENEFICIARIES BEING MUN MEMBERS (CURRENT AND EX-MEMBERS) AND THEIR CHILDREN/ GRANDCHILDREN WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.