



ONGWEDIVA TRADE FAIR SOCIETY
VACANCY: ADMINISTRATION & STAKEHOLDER LIASON OFFICER
3 Years contract

STARTING SALARY – TOTAL PACKAGE TO COMPANY: N\$144,000-00 PER ANNUM

Closing date and time: 16H30 on the 12th January 2023

1. ABOUT ONGWEDIVA TRADE FAIR SOCIETY (OTFS)

Ongwediva Trade Fair Society (OTFS) is incorporated under the Companies Act, 1973 (Act No. 61 of 1973), and a company limited by guarantee and incorporated under section 21 of the Act; was established in 2019 by Ongwediva Town Council with the primary objectives to Organise Trade Fairs, Expositions, Seminars and Festivals in Ongwediva Town.

2. JOB PURPOSE

To facilitate, coordinate and maintain the development of strategic relationships and partnerships with the exhibitors, sponsors, corporate, community, local government and other relevant stakeholders to advance the mandate of Ongwediva Trade Fair Society. To promote the events and functions of Ongwediva Annual Trade Fair as espoused by Ongwediva Trade Fair Society and Ongwediva Town Council.

3. KEY PERFORMANCE AREAS

a) Office Management

- Provide ad hoc admin and secretarial duties to OTFS and OATF including procurement matters
- Organising meetings and managing databases
- Ordering stationery and office supplies
- Preparing letters, minutes and reports
- Ensure the office of OTFS is running efficiently and effective.
- Check stocks and replenish when necessary.
- Assisting with the maintenance of the office equipment.
- Prepare monthly reports for OTFS and OATF.

b) Stakeholder Liaison

- Execute the implementation of OTFS and OATF meetings resolutions together with Subcommittee conveners.

- Execute integrated stakeholder engagement programs and initiatives to improve and enhance the perceptions and experiences of clients and communities about OATF.
- Develop and maintain strong internal and external relationships to exchange information with client groups, community, other levels of stakeholders to inform decisions related to programs and services.
- Develop effective relationships with key stakeholders, partners and the public.
- Establish and maintain stakeholder databases and provide input into needs assessment of the area.
- Assist with the implementation of OTFS and OATF communication and marketing strategies, public relation initiatives and other materials which promote the mandate of OTFS and OATF.
- Liaising with Ongwediva Town Council staff, exhibitors, sponsors and clients
- Attending OATFPC and OTFS meetings
- Administrative duties as delegated by conveners

c) General Technical Support Duties

- Client Liaison and Relationship Building
- Identify and implement solutions to resolve any issues that may result in a dissatisfied from a client.
- Make suggestions for improvements to enhance the OATF customer's experience
- Ensure high standard of care and best practice is being delivered to the relevant stakeholders
- Maintain high levels of confidentiality and sensitivity with regards to OTFS, OATF and clients matters.
- Maintain social media channels and other digital marketing efforts of OATF

4. MINIMUM REQUIREMENTS

a) Minimum Qualifications

National Diploma in Marketing / Public Relations / Communications or Relevant qualification with experience in Stakeholder Liaison or Event Management

b) Experience

- 5 years of marketing / Stakeholder liaison experience
- 3- 5 years of Admin experience
- Experience in event management would be a competitive advantage
- Proficient in MS Office and other online marketing tools
- Excellent communication skills both in written and spoken

c) Competencies

- Understanding of the exhibition industry
- Interpersonal skills
- Excellent communication skills
- Relationship Management

- Critical thinking and Emotional Intelligence
- Negotiation skills and Problem solving
- Planning and Coordinating

Only short-listed candidates will be contacted and no documents will be returned. Applications must be hand delivered or couriered on the envelope addressed as follows:

Application for a vacancy: Administration & Stakeholder's Relation Officer
Att: The Chairperson
Ongwediva Trade Fair Society
Ongwediva Trade Fair Centre
C46 Main Road
Ongwediva

No faxed or emailed applications will be accepted.

For Any inquiries, kindly contact Ms. Rebekka Hidulika at Email: info@oatf.com.na

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