

WE ARE HIRING



TEMPORARY MARKETING SUPPORT OFFICER



Department:
Sales & Marketing



Employment Duration:
12-month contract



Location:
Windhoek

Job Purpose

The temporary Marketing Support Officer will provide administrative and operational support to the Marketing Department to ensure the effective coordination and implementation of marketing initiatives, campaigns, events and communication activities.

Key Responsibilities

Campaign Support

- Assist with the planning and coordination of marketing campaigns.
- Help manage campaign timelines and ensure deliverables are completed on schedule.
- Support the development and distribution of campaign materials and resources.
- Monitor campaign activities and provide administrative support where required.

Content Creation

- Assist in developing marketing and communication content for various platforms.
- Support the preparation of presentations, promotional materials, newsletters, and internal communications.
- Ensure content aligns with the company's brand and communication standards.

Social Media and Digital Marketing

- Assist in managing the company's social media platforms.
- Schedule and publish social media content.
- Support digital marketing activities and monitor online engagement.
- Assist with website updates and online content maintenance.

Event Coordination

- Assist in organising promotional events, launches, exhibitions and corporate functions.
- Coordinate logistics, invitations, branding materials and event support requirements.
- Liaise with suppliers and service providers to ensure successful event execution.

Administrative Support

- Maintain marketing databases, records and supplier contact lists.
- Assist with budget tracking and maintaining marketing expenditure records.
- Prepare reports, meeting notes and other departmental documentation.
- Disseminate internal departmental information when required.

Stakeholder Liaison

- Liaise with internal departments and external stakeholders to obtain support and information for marketing activities.
- Liaise with the media to ensure publicity for the organisation and to manage and build relationships.
- Provide general support to the Marketing Department as required.



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Qualification & Experience

- Degree in Marketing, Strategic Communications, Public Relations or a related field.
- Advanced knowledge of marketing and social media platforms, design platforms and artificial intelligence.
- Advanced proficiency in Microsoft Office applications.
- Good communication and organisational skills.
- Ability to multitask and work under pressure.
- Excellent linguistic and writing skills.

Skills & Competencies

- Strong administrative and organisational skills.
- Attention to detail.
- Creativity and initiative.
- Good interpersonal and communication skills.
- Ability to work independently and as part of a team.



How To Apply

Applicants who meet the above requirements are invited to apply via the NASRIA Careers Portal at www.nasria.com.na/vacancies. Only shortlisted candidates will be contacted. Applications submitted via email will not be considered. No documents will be returned.

CLOSING DATE: 21 AUGUST 2026

