

Vacancy

Position: SALES CONSULTANT
Job Grade: C3
Location: RUNDU REGIONAL OFFICE
(STATIONED AT KATIMA MULILO)

The incumbent reports directly to the regional manager and will be responsible to serve as liaison between NHE and the community to facilitate the process of home-ownership and to promote responsible home-ownership; and to assess client needs to ensure that NHE products and services remain relevant to the target market.

KEY PERFORMANCE AREAS

- Markets and sells NHE products and services.
- Builds goodwill towards NHE by providing housing solutions to the community.
- Complete and update sales/client records
- Deals with registration of property and all administration work relating to sales
- Prepare loans files and handle any information relating to sales.
- Deals with upgrading, private sales and repossession of property.
- Handles all inquiries with regard to sales and homeownership
- Ensure customer focus at all times when dealing with clients
- Provide after-care services to homeowners.

KNOWLEDGE AND COMPETENCIES REQUIRED.

Knowledge

- Knowledge of marketing (selling).
- Knowledge of basic accounting.
- Knowledge of local indigenous language (added advantage)

Skills and Behavioural Competencies

- Planning and analytical skills.
- Presentation skills.
- Report-writing skills.
- Negotiation and conflict management skills.
- Computer literacy (MS Word, Excel, Outlook, PowerPoint).
- Interpersonal and facilitation skills and communication skills.
- Financial, marketing and interpersonal skills

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- National Diploma/Degree in Marketing OR equivalent qualification with 3 years' experience in a property sales environment.
- Code B driver's license

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply. Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addressed to:

The Chief Executive Officer
Att: Executive: Human Capital & Strategy
NHE Head Office
7. Gen. Murtala Muhammed Ave.
PO Box 20192,

Eros , Windhoek

and emailed to: recruitment@nhe.com.na

CLOSING DATE: 13 MARCH 2026