



## Career opportunities

Namib Desert Diamonds (Pty) Ltd (NAMDIA) "a commercial public enterprise" was established in 2016 by the Government of the Republic of Namibia as a cutting-edge diamond sales and marketing company. NAMDIA is perfectly positioned to create a sustainable route to market a portion of Namibia's unique and highly sought-after diamonds.

We currently looking for a:

Position	Key Accounts Assistant Manager
Job Grade	C4
Type of Contract	Permanent
Duty Station	Windhoek
Primary Purpose	<p>Reporting to the KAM, will be responsible for supporting the NAMDIA KAM with the process of NAMDIA shipments through performing quality assurance, product integrity checks, diamond valuations, diamond data management and reporting, market intelligence and client liaison.</p> <p>As part of the KAM team, increasingly contribute to and shape the NAMDIA Key Accounts Management approach, strategies and tactics, with an emphasis on the client engagement strategy, optimising margin yields from NAMDIA diamonds.</p>
Minimum Qualifications and Experience	<ul style="list-style-type: none"> <li>- A degree in Engineering, Business, Commerce or equivalent <u>will be an added advantage.</u></li> <li>- A minimum of 6 years' experience in the diamonds sales and marketing, sorting and valuing of rough diamonds, of which at least 3 years must have been spent valuing large stones and 2 years should have been at a supervisory/senior professional level.</li> </ul>
Special Requirements/Licenses	<ul style="list-style-type: none"> <li>- Driver's License Code B</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>- Assistance with Key Accounts Strategy inputs &amp; implementation Plan</li> <li>- Assistance with Target Market/Client Definition Implementation and Tracking</li> <li>- Assistance with Client Model Engagement Effectiveness</li> <li>- Assistance with Diamond Valuing &amp; Sorting Process Coordination</li> <li>- Assistance with KAM Sales Strategies &amp; Implementation Effectiveness</li> <li>- Assistance with NAMDIA Diamonds Profile Alignment with Clients Preferences</li> <li>- Assistance With ongoing NAMDIA Diamonds Value &amp; Opportunity Analyses( at stream stage) -</li> <li>- Assistance with Client Service Effectiveness</li> <li>- Assistance with KAM Projects &amp; Innovations</li> <li>- Assistance with Team/Staff Management</li> </ul>
Competencies/Skills	<ul style="list-style-type: none"> <li>- Customer relationship Management</li> <li>- Planning and coordination</li> <li>- Time Management</li> </ul>

- The deadline for applications is 31 March 2025 at 17h00 local time.
- Interested candidates should apply by submitting their application electronically via email to: [recruitment@namdia.na](mailto:recruitment@namdia.na)
- All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, identification documents and relevant supporting documents. All foreign qualifications must be evaluated by the Namibia Qualifications Authority (NQA).
- No hand-delivered applications will be accepted.
- All suitably qualified Namibians are encouraged to apply.
- Only shortlisted candidates will be contacted.