



# VACANCY

The Namibia Financial Institutions Supervisory Authority (“NAMFISA; the Authority”) is an independent institution established by virtue of Act No. 3 of 2001 to regulate and supervise financial institutions in Namibia, and to give sound advice to the Minister of Finance.

NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

## **EXECUTIVE ASSISTANT TO GENERAL MANAGER: HUMAN RESOURCES DIVISION: HUMAN RESOURCES PATERSON JOB GRADE C2**

### **THE POSITION REPORTS TO THE GENERAL MANAGER: HUMAN RESOURCES**

#### **JOB PURPOSE:**

To provide secretarial and administrative support to the General Manager and staff within the division.

#### **KEY ACCOUNTABILITIES**

- Provide secretarial and administrative support to the General Manager and staff within the division;
- Work closely with the General Manager: Human Resources by rendering general administrative support and secretarial duties to ensure that projects and activities are up to date;
- Coordinate and arrange all internal and external meetings, workshops and conferences as assigned by the General Manager: Human Resources;
- Assist the General Manager to facilitate and ensure effective communication between NAMFISA and its stakeholders for effective reporting to EXCO/Board;
- Create and maintain an effective record management system for easy referencing and the security of information;
- Report defective equipment within the office, i.e. defective lamp bulbs, chairs, tables, etc.

#### **QUALIFICATIONS & EXPERIENCE REQUIRED**

- Professional Secretarial qualification/training;
- 3-4 years of secretarial /administrative experience at Executive level;
- Extensive computer literacy e.g. Microsoft Office.

#### **KNOWLEDGE**

- Knowledge and understanding of NAMFISA's vision, mission and objectives;
- Knowledge of NAMFISA's functions and activities;

- Knowledge of NAMFISA's systems, policies and procedures;
- Knowledge of Microsoft Office products;
- An in-depth knowledge of Office Administration and secretarial duties;
- Knowledge of calendar management;
- Knowledge of Customer service.

### **SKILLS AND ATTITUDE**

- Good verbal and written communication, presentation and interpersonal skills;
- Good command of the English Language (meaning and spelling of words, rules of composition and grammar)
- Excellent computer skills, particularly Microsoft Office Suite
- In-depth knowledge of Office Administration and Secretarial duties
- Strong customer service skills and proven ability to deal with matters requiring discretion and confidentiality
- Good organizational and planning skills
- Ability to accurately record minutes of meetings and prepare concise accurate summaries where necessary;
- Must be able to multi-task and manage stress;
- High level of professionalism and integrity;
- High standards of work ethics and confidentiality;
- Emotional maturity.

### **REMUNERATION:**

NAMFISA offers a market-related total cost to company package based on work experience and qualifications. The package includes retirement and medical aid benefits.

**We encourage energetic, dynamic and results-driven team players to forward their applications to:**

#### **Vacancies**

**Human Resources Manager**

**P. O. Box 21250, Windhoek**

**OR**

**Hand deliver to:**

**1<sup>st</sup> Floor Sanlam Centre, Independence Avenue**

**OR**

**E-mail to: [hr@namfisa.com.na](mailto:hr@namfisa.com.na)**

**Subject referencing to be used: EXECUTIVE ASSISTANT TO GM: HUMAN RESOURCES**

**Deadline for applications: Thursday, 08 March 2018**

**As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.**

**Please note that certified copies of qualifications and identification documents should be attached to your application.**

**Only short-listed candidates will be contacted and no documents will be returned.**

**No faxed applications will be accepted.**

**NAMFISA reserves the right not to make an appointment in this position.**