

# VACANCY



The Namibia Financial Institutions Supervisory Authority (NAMFISA) exists to supervise financial institutions and financial services, and to advise the Minister of Finance on matters relating to financial institutions and financial services in terms of the NAMFISA Act No. 3 of 2001. NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position(s):

## RE-ADVERTISEMENT ADMINISTRATIVE OFFICER DIVISION: FINANCE & ADMINISTRATION

**THE POSITION REPORTS TO THE MANAGER: ADMINISTRATION & PROCUREMENT**

### JOB PURPOSE:

The purpose of this job is to ensure the administrative and logistical operations within the organization run smoothly, and to assist with Records Management functions.

### KEY ACCOUNTABILITIES:

- Assist the Manager: Administration & Procurement with contractual documents such as contracts and service level agreements related to building and office management;
- Manage and coordinate external communications and payments relating to areas of responsibility;
- Oversee proper inventory of office supplies, and assist with quotations for various services and products required for office maintenance;
- Manage security and access systems;
- Coordinate and monitor the day-to-day maintenance and upkeep of the office premises, office equipment and vehicles;
- Develop and maintain the Authority's Administration procedures manual;
- Supervise Data & Records Clerks and oversee the storage, backup, maintenance, reproduction, protection and disposition of all records;
- Maintain discipline of subordinates in accordance with relevant policies and ensure adherence to operational procedures;
- Administer the Fixed Asset Register of the Authority, ensuring that it is up to date by carrying out physical verifications.
- Assist in the preparation and management of the Administration budget.

### QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Business Administration or similar;
- Six (6) years' relevant experience of which two (2) years should be in a supervisory capacity;
- Valid Code BE driver's license;
- Experience in, or a qualification in Records Management will be an added advantage.

### KNOWLEDGE OF:

- Knowledge and understanding of NAMFISA's vision, mission and objectives
- Asset management
- Relevant service providers in Windhoek/Namibia
- Good knowledge of office administration, security, budgeting and procurement processes
- Knowledge of National Archives regulations and the Public Records Act.

### SKILLS:

- Manage delivery
- People Management
- Governance, risk management,
- Compliance and information/ knowledge management
- Quality assurance
- Continuous improvement
- Project Management
- Stakeholder engagement
- Administration
- Filing and Records management
- Service Delivery etiquette
- Mail service
- Asset management
- Business writing
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### 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**

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

Persons with disabilities may apply via the above channels, or via the National Disability Council of Namibia as follows:

Ms. M. Katjinamunene - [magdalena.katjinamunene@mgepesw.gov.na](mailto:magdalena.katjinamunene@mgepesw.gov.na)

OR

Ms. M. Ndengu – [maria.ndengu@mgepesw.gov.na](mailto:maria.ndengu@mgepesw.gov.na)

**Deadline for applications: Tuesday, 21 November 2023**

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons living 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.