

Tel: +264 (67) 314 100 Fax: +264 (67) 304 701 info@cenored.com.na www.cenored.com.na

P.O.Box 560 Otjiwarongo Namibia

**VACANCY: EXECUTIVE SECRETARY: FINANCE & COMMERCIAL SERVICES** 

**DUTY STATION: HEAD OFFICE, OTJIWARONGO** 

**PATTERSON GRADE:** 

#### **PURPOSE:**

Provision of a wide range of support services (administrative, secretarial, reception and handling of confidential matters) to the Executive: Finance & Commercial Services. The incumbent exercises initiative and judgment when dealing with special assignments and is responsible for projecting a professional, customer-oriented approach to enhance the overall image when interfacing with both internal and external customers.

#### KEY PERFORMANCE AREAS, AMONGST OTHERS:

- Manages and co-ordinates diary (making appointments for clients/staff/meetings and follow up to confirm).
- Ensure that the Executive has relevant information to prepare timeously for meetings / respond timeously to issues directed at that office.
- Deals with telephonic calls/queries and visitors by screening and routing them to the relevant source of assistance where the incumbent cannot address the issue presented.
- Sets up and maintains efficient, accurate filing system for correspondence, reports, policies etc.
- Assist with budget preparation, monitor expenditures.
- Carry out procurement activities for departmental supplies and services where required and process invoices.
- Assist the technical team in the planning and execution of CAPEX projects, focusing on materials acquisition and budget management.
- Responsible for the tools audit and record keeping.
- Perform secretarial, reception and typing duties for the department in respect of meetings, correspondences submissions, visitors etc. inclusive of follow-up of issues as agree with the Executive.
- Assist with presentation layout and design.
- Coordinates the timeous submission of month-end and annual reports.
- Assist customers and employees with necessary information when the Executive is unavailable.
- Arrange travel and accommodation reservations for the department's personnel.
- Coordinates maintenance and upkeep of office equipment by liaising with ICT personnel or suppliers when appropriate.
- Arrange departmental meetings.

#### **MINIMUM REQUIREMENTS:**

- Grade 12 with an E in English (20 points in five subjects)
- Certificate in Secretarial Studies, Office Administration, or related areas.
- Three (3) years working experience in secretarial & administration duties.
- Valid driver's license will be an advantage.



Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council,



## **SKILLS AND ABILITIES:**

- Excellent liaison and interpersonal skills
- Writing and reading skills
- Strong administrative and organising skills
- Skills in filing

## **APPLICATION INSTRUCTIONS:**

# Interested and qualified candidates should submit:

- A detailed CV
- Cover letter/motivation
- Certified copies of qualifications, testimonials and academic transcripts.
- Latest certified copy of an ID.
- Latest certified valid driving license.

CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

# **Human Capital Section**

P. O. Box 560

Otjiwarongo

Or Email: <a href="https://example.com.na">https://example.com.na</a> Or Hand Deliver their applications accordingly

Closing Date: Friday, 17th October 2025 @ 16h30