

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 as mandated by various acts of Parliament. NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

EXECUTIVE ASSISTANT PATERSON JOB GRADE: C2 DIVISION: FINANCE AND ADMINISTRATION & ICT DIVISIONS

THE POSITION REPORTS TO THE GENERAL MANAGERS: FINANCE AND ADMINISTRATION & INFORMATION AND COMMUNICATION TECHNOLOGY.

JOB PURPOSE:

The purpose of this position is to provide secretarial and administrative support to the General Managers and managers within the divisions.

KEY ACCOUNTABILITIES:

- Schedules and confirms appointments, meetings for the General Managers (diary management)
- Manages GMs workload, acts as a gatekeeper and follow-up on meetings
- Works closely with the GMs to ensure that all projects and activities are up to date
- Ensures relevant managers produce monthly/annual/quarterly management or board reports
- Coordinates and arranges all internal and external meetings, liaise with attendees to check availability and confirm attendance.
- Prepares material for meetings
- Creates and maintains an electronic and manual filing system for easy reference and ensures the security of information.
- Keeps up to date with developments in the relevant field locally and internationally and recommends or executes changes accordingly.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in office management/administration/Secretarial Studies
- 3-4 years secretarial/administrative experience at Executive level.

OR

- Diploma in Office Management/Administration/Secretarial Studies with 5-6 years secretarial/administrative experience at Executive level.

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

- Certificate in Office Management/ Administration/ Secretarial Studies with 8-10 years secretarial/administrative experience at Executive level.
- Extensive computer literacy e.g. Microsoft Office

KNOWLEDGE OF:

- NAMFISA functions and activities
- NAMFISA systems, policies and procedures
- Organisational Culture
- Microsoft Office products
- In-depth knowledge of office administration
- Secretarial duties
- Calendar management

SKILLS:

- Administration
- Filing and records management
- Stakeholder engagement
- Governance, risk management, compliance and information/knowledge management
- Quality assurance
- Continuous improvement
- Service delivery etiquette
- Travel administration
- Mail service

OR

NIEIS: home

OR

Hand deliver to:
Upper Ground Floor, 51 – 55 Werner List Street, Gutenberg Plaza

OR

E-mail to: 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

OR

Ms. M. Ndengu – maria.ndengu@mgepesw.gov.na

Deadline for applications: Friday, 01 August 2025

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.



10 July 2025