

# VACANCY

**Position:** CONFIDENTIAL SECRETARY (1X)

**Grade:** C2

**Location:** Head Office, Windhoek

The incumbent will report directly to the Executive: Sales and Business Development, will perform a variety of office support and secretarial duties and serve as contact / liaison person between branches and Head Office.

## Key Performance Areas

- Maintains the Executive's diary by scheduling appointments and arranging meetings.
- Performs all secretarial duties for the Executive such as typing of documents, including confidential information.
- Maintains an efficient and accurate filing system for correspondence, documents, reports and policies.
- Promote image and credibility of the Enterprise by receiving visitors with courtesy and in accordance with general protocol.
- Handles purchase order / requisition for the Executive and department in respect of travel and accommodation.
- Coordinate any changes to appointments and meetings by making sure those affected are informed on time.
- Takes minutes for departmental meetings and committees
- Handle client enquiries and refer them to relevant staff.
- Ensure timely dissemination of external correspondence to the relevant line Manager.
- Keep track on the Executive's activities in his / her absence.

## Competencies requirements:

### Skills and Behavioural Competencies:

- Planning and organising skills
- Computer literacy (MS Office)
- Report writing skills
- Communication and interpersonal skills
- Conflict resolution
- Ability to maintain confidentiality
- Time Management

## Minimum Education and Experience Requirements:

- National Diploma or Degree in Secretarial / Business Administration, Marketing, Economics, or equivalent.
- Two (2) years' experience in Secretarial environment.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply. Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addresses to:

The Chief Executive Officer

Att: Manager: Human Capital & OD

NHE Head Office

7. Gen. Murtala Muhammed Ave.

PO Box 20192

Eros

Windhoek

Only applications submitted via e-mail will be accepted: [recruitment@nhe.com.na](mailto:recruitment@nhe.com.na)

**Closing date: 22 July 2025**