

VACANCY



The Namibian College of Open Learning is an educational institution established by an Act of Parliament which provides courses for adults and out-of-school youth.

We are committed to providing wider access to quality educational services for our learners and other customers using a variety of open learning methods.

NAMCOL IS AN EQUAL OPPORTUNITY EMPLOYER AND INVITES SUITABLE CANDIDATES TO APPLY FOR THE VACANCY

POSITION:	PRIVATE SECRETARY
OFFICE:	OFFICE OF THE CHIEF EXECUTIVE OFFICER
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	CHIEF EXECUTIVE OFFICER
PATERSON JOB GRADE	C2

JOB PURPOSE:

The Private Secretary provides high-level executive and administrative support to the Chief Executive Officer (CEO), Senior Executives, Company Secretary and Members of the Governing Board. Ensuring for smooth running of the CEO's Office. The position is critical in maintaining a positive corporate image and fostering stakeholder satisfaction.

KEY PERFORMANCE AREAS:

- Office Management and Executive Support
- Administrative Support
- Records Management
- Logistical Support
- Procurement Management

REQUIREMENTS:

- A recognized Bachelor Degree in Office Administration and Technology,
 - At least five (5) years of appropriate experience
- OR
- A recognised Diploma in Office Administration and Technology;
 - At least eight (8) years of appropriate experience.

KNOWLEDGE:

Proficient in computer applications. administrative procedures and office management systems. administration, strong written and verbal communication, excellent interpersonal and organisation skills. High level of discretion and confidentiality in handling sensitive information, attention to detail, time management, proactive, professional, adaptable and flexible, Proven ability to work under pressure, meeting tight deadlines perform a range executive secretarial

The document in support of the application should contain the following;

- Certified copies of educational and professional qualifications;
- Names and contact details of three (3) references.

NB: Foreign qualifications must be certified by NQA

The College offers attractive remuneration supplemented by fringe benefits. Interested individuals meeting the requirements of this position, particularly persons with disabilities and from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

Kindly note only shortlisted candidates will be contacted.

STRICTLY ONLY APPLICATIONS SUBMITTED THROUGH NIEIS WILL BE CONSIDERED. APPLICATIONS SUBMITTED VIA EMAIL OR HAND DELIVERY WILL NOT BE ACCEPTED.

Telephone enquiries: (061) 320 5235/5263

Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **TUESDAY, 09 SEPTEMBER 2025, 16h00**



NAMCOL

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www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE