

SENIOR EXECUTIVE SECRETARY

Business Unit: Office of the Chief Executive Officer

Grading: Paterson C3

Location: Windhoek

About the Central Procurement Board of Namibia (CPBN)

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act of 2015 (Act No. 15 of 2015) as amended with the mandate to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for the public entities. In pursuing its mission to ethically manage procurement on behalf of Namibian public entities CPBN invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the above role.

Job Description

The role of the Senior Executive Secretary is to ensure the seamless and professional operation of the Chief Executive Officer's office by providing executive administrative support during various stakeholder and partner meetings. The job is also responsible for managing the Chief Executive Officer's diary, scheduling appointments, meetings, and events, arranging travel bookings and accommodations, and ensuring that all required allowances are completed on time while adhering to CPBN travel policies and procedures. As executive support, the role serves as the principle point of contact for both internal and external stakeholders, as well as high profile Executives from various private and public entities.

Minimum Requirements

- Bachelor's Degree (NQF Level 7) in Office Administration, Business Management, or an equivalent qualification.
- 5 years' experience in Secretarial or Administrative support for executive positions preferably in a corporate environment.

Technical Competencies

- Office Administration
- Communication skills (Verbal & Written)
- Organizational skills and detail-oriented with an ability to think proactively and prioritize work
- Time management skills and Interpersonal skills
- Strong communication skills for both oral and written (via phone, email and in person)
- Ability to work under pressure and meet deadlines
- Proficient in Microsoft Office, and business communication software
- Knowledge of CPBN Policies
- Confidentiality and Stakeholder management
- Ethics and Integrity

Salary package: Market-related Salary.

CPBN invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, certified copies of qualifications to:

E-mail applications to NIEIS Website: <https://nieis.namibiaatwork.gov.na/>

Address applications to:

The Manager: Human Capital
Central Procurement Board of Namibia
PO Box 23650

Windhoek

Enquiries: **Ms. A.Nghifikepunye** Tel: (061) 447747

CLOSING DATE: 22 AUGUST 2025

Only shortlisted candidates will be contacted for interviews.

SUCCESSFUL CANDIDATES WILL BE SUBJECTED TO VETTING/SECURITY CLEARANCE.