

MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

DEPARTMENT: PROCUREMENT POLICY UNIT DIRECTORATE: PROFESSIONALISATION AND CAPACITY STRENGTHENING

Post Designation	:	Private Secretary Grade 9
1x Post	:	Windhoek
Salary Scale	:	N\$195,216-N\$234,144
Housing Allowance	:	N\$13,994 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirements: An appropriate National Diploma or equivalent qualification on NQF Level 6

Additional Requirements: Preference will be given to applicants with National Diploma on NQF L6 in Office Administration or equivalent. Good knowledge of MS Office (Word, Excel, Outlook, PowerPoint,).

Key Performance Area:

- Managing Office of the Director on daily basis.
- Follow up on action items for Director, schedule and coordinate appointments
- Draft letters, emails, and capture important documents for the Director
- Screening and channeling of telephone calls and visitors.
- Updating of diary for the Director and other sources of reference.
- Making appointments, reservations and travelling arrangement.
- Performing of elementary administration work.
- Taking and relaying messages.
- Filing, safekeeping, scanning and handling incoming and outgoing correspondence.
- Performing of any other duties assigned from time to time by the Director.
- The incumbent will at all times familiarize him/her with the rules, regulations, policies and relevant Acts that has bearing on his/her operation and specifically on his/her duties. This will include liaising with departments/directorates within the Ministry and other Offices, Ministries and Agencies.

NB: Candidate will be subjected to Security Clearance/Vetting Process

Application Procedures:

- Applicants must be Namibian Citizens.
- Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.
- All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
- Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).
- Only short-listed candidates will be notified, and no documents will be returned.

NB: In terms of the Affirmative Action Plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.

PSM CIRCULAR NO. B OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 FEBRUARY 2025, CLOSING DATE 13 MARCH 2025

Applications must be addresses to:

**The Executive Director
Ministry of Finance and Public Enterprises
Private Bag 13295
Windhoek**

Or hand delivered at:

Ground Floor East Wing Fiscus Building.

Enquiries: Dr. Jafet Nelongo Tel: 061 209 9413
