

VACANCY:
DUTY STATION:
PATTERSON GRADE:

EXECUTIVE SECRETARY: NETWORK OPERATIONS & MAINTENANCE
OTJIWARONGO
B3

Purpose

Provision of a wide range of support services (administrative, secretarial, reception, and handling of confidential matters) to the Executive: Network Operations & Maintenance. The incumbent exercises initiative and judgment when dealing with special assignments and is responsible for projecting a professional, customer-oriented approach to enhance the overall image when interfacing with both internal and external customers.

KEY PERFORMANCE AREAS, AMONGST OTHERS:

- Manages and co-ordinates diary (making appointments for clients/staff/meetings and follow up's to confirm).
- Ensure that the Executive has relevant information to prepare timeously for meetings / respond timeously to issues directed at that office.
- Deals with telephonic calls/queries and visitors by screening and routing them to the relevant source for assistance.
- Sets up and maintains an efficient, accurate filing system for correspondence, reports, policies etc.
- Assist with budget preparation, monitor expenditures.
- Carry out procurement activities for departmental supplies and services where required and process invoices.
- Assist the technical team in the planning and execution of CAPEX projects, focusing on materials acquisition and budget management.
- Responsible for the tools audit, and record keeping
- Perform secretarial, reception and typing duties for the department in respect of meetings, correspondences, submissions, visitors etc. inclusive of follow-up of issues as agreed with the Executive.
- Assists with presentation layout and design.
- Co-ordinates the timeous submission of month-end and annual reports.
- Assist customers and employees with necessary information when the Executive is unavailable.
- Arrange travel and accommodation reservations for the department's personnel.
- Co-ordinates maintenance and upkeep of office equipment by liaising with ICT personnel or suppliers when appropriate.
- Arrange departmental meeting

MINIMUM REQUIREMENTS:

- Grade 12 with an E in English (20 points in five subjects).
- Certificate in Secretarial studies, Office Administration, or related areas
- Three years secretarial experience.
- Valid drivers 'license (Code B) will be an added advantage.

SKILLS AND ABILITIES:

- Excellent liaison and interpersonal skills.
- Writing and reading skills.

Company Registration no: 2003/0153

Directors: K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



- Strong administrative and organizing skills.
- Skills in filing.

CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: Friday, 06 June 2025 @ 16h30