

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION
TECHNOLOGY

DIVISION: ADMINISTRATION AND SUPPORT SERVICES

SUBDIVISION: AUXILIARY SERVICES

Post designation	:	Private Secretary 9
1xPost	:	Windhoek
Salary Scale	:	N\$195, 216-N\$ 234, 144
Housing Allowance	:	N\$ 13,944 per annum
Transport Allowance	:	N\$ 10,512 per annum

Minimum requirement: 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/and equivalent. An applicant with good knowledge of MS Office (Word, Excel, Outlook, PowerPoint,) have an added advantage.

Main Duties:

- 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

Enquiries: Mr Ericksson Hailaula, Telephone: 061-297 5105

NOTES TO CANDIDATES:

- Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). **Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.**

- Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms.
- Faxed and emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
- The prescribed Application form (form 156043 obtainable at all Government Offices) must be used/completed fully and together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

**Hand delivers to:
Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**
