

Office Assistant / Secretary - Windhoek

A vacancy exists for an Office Assistant, reporting to the Executive Director at The Rössing Foundation. The successful candidate will be responsible for administrative and clerical support, managing schedules, communication, and various organizational tasks such as organizing office files and administrative support on Board affairs, to ensure smooth operations of The Rössing Foundation.

Key performance areas

- Provide quality secretarial, clerical, administrative, and project-related support to the Executive Director, with a high level of confidentiality.
- Track stocks of office supplies and place orders when necessary.
- Act as the point of contact between the Executive Director and visitors, employees, clients, and other stakeholders and screen them against diary priorities.
- Maintain a suitable record system and accurate records and look for ways to improve current database and systems.
- Manage agendas, travel plans and appointments for the Executive Director and others as and when required.

Minimum requirements

- A recognized Diploma in Office Management, Office Administration, or a related field.
- Three (3) years of relevant working experience in an administrative support environment or field.

Core Competencies

- Time management skills.
- Microsoft Office Suite knowledge.
- Organizational skills.
- Administrative Skills.
- Interpersonal Communication.

To apply

- Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail: hr@rf.org.na

Preference is given to candidates from designated groups in line with the Foundation's policy on employment equity.

Application closing date – 25 July 2025