



## VACANCY ADVERTISEMENT

Applications are invited from suitably qualified candidates for the position of

### **OFFICE ADMINISTRATOR – MENTORING AND COACHING (FIXED TERM) PATERSON GRADE B3**

The role is responsible for providing support by performing general administrative duties required for efficient and smooth operations in the Mentoring and Coaching unit and by assisting with the coordination of the activities of the unit.

#### KEY PERFORMANCE AREAS

- Monitor agendas and schedules of mentors with groups of mentees.
- Process invoices received in relation to the functions of Mentoring and Coaching Program.
- Maintain a spreadsheet with all expenditure incurred for the Mentoring and Coaching Program.
- Prepare travel itineraries and arrange the travelling logistics for the unit, including preparing the travel authorization forms, payment requisitions and S&T forms.
- Maintain an appropriate filing system as prescribed by the Bank's record management system.
- Monitor and facilitate the timely progress reporting by mentors on various interventions.
- Administer the procurement process for the unit by complying with the DBN Procurement Policy.

#### EDUCATION, EXPERIENCE AND SKILLS

- A National Diploma (NQF level 6) in Office Administration or Business Management.
- A minimum of 2 years of relevant work experience within the banking environment.
- Knowledge of administrative and clerical procedures.
- Knowledge of customer service principles and practices.
- Good communication skills (verbal and written).
- Sound interpersonal skills and teamwork.
- Computer literate and familiar with all MS Office applications.

Applications will only be accepted from Namibian citizens.

**The closing date for applications is Monday, 18 August 2025.**

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated with strict confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to:

**Acting Manager: Human Capital and Organizational Development**, Development Bank of Namibia, 12 Daniel Munamava Street, P. O. Box 235, Windhoek.

**E-mail:** [recruitment@dbn.com.na](mailto:recruitment@dbn.com.na).

No hard copy submissions will be accepted.

Applicants who do not receive any response within three weeks

after the closing date must accept that their applications were not considered favorably.