

VACANCY

TEMPORARY ADMINISTRATIVE ASSISTANT [C2]

CLOSING DATE | WEDNESDAY, 17 SEPTEMBER 2025 AT 17H00

Reporting to Executive: Governance, Risk & Compliance Management

Primary purpose of the position:

The Temporary Administrative Assistant is responsible to assist the Governance, Risk & Compliance Management Department with confidential, efficient and effective secretarial and administrative support services and to ensure the coordination and administration of the day-to-day operational functions of the department.

Key Performance Areas will include:

Secretarial Support and Office Administration

- Acts as the first point of contact to the department and in dealing with correspondence and phone calls;
- Receives and verifies invoices and requisitions for goods and services procured by the department and verify that transactions comply with financial policies and procedures;
- Coordinates and arranges departmental meetings in line with the meeting schedule and provide secretarial support during these meetings;
- Takes minutes at departmental meetings and other meetings hosted by the Executive and finalise such minutes in line with agreed timelines;
- Organises and arranges meetings and events in respect of the Board and the department;
- Coordinate arrangements for stakeholder engagements for the Board;
- Prepares the Board payment schedules on a monthly basis;
- Compile and upload Board and committee meeting packs on the Board portal;
- Coordinates the internal audit function with the external internal audit team (outsourced function) and the departments.
- Assists the Executive: Governance, Risk and Compliance in monitoring the timely implementation of management actions recommended in the audit reports; and
- Undertakes any other duties as may be reasonably required from time to time.

Education, Experience and Skill Requirements

- Relevant Diploma in Office Administration and or a related field;
- Three (3) to five (5) years' experience as a Senior Secretary or Administration Officer in a corporate environment;
- Excellent command of official language;
- Discretion and trustworthiness;
- Organisational skills and ability to multitask;
- Ability to be proactive and take initiative; and
- Proficiency in Microsoft Office products;
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

Duration: The position is for a period of seven (7) months.

Shortlisted candidates will be required to submit proof of Namibian Police clearance.

Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:

<https://cran.mcidirecthire.com/external/currentopportunities>

REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.

CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN & PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.