

VACANCY:
DUTY STATION:
PATTERSON GRADE:

EXECUTIVE SECRETARY: FINANCE & COMMERCIAL SERVICES
HEAD OFFICE, OTJIWARONGO
B3

PURPOSE:

Provision of a wide range of support services (administrative, secretarial, reception and handling of confidential matters) to the Executive: Finance & Commercial Services. 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 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 of assistance where the incumbent cannot address the issue presented.
- Sets up and maintains 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 agree with the Executive.
- Assist with presentation layout and design.
- Coordinates 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.
- Coordinates maintenance and upkeep of office equipment by liaising with ICT personnel or suppliers when appropriate.
- Arrange departmental meetings.

MINIMUM REQUIREMENTS:

- Grade 12 with an E in English (**20 points in five subjects**)
- Certificate in Secretarial Studies, Office Administration, or related areas.
- Three (3) years working experience in secretarial & administration duties.
- Valid driver's license will be an advantage.

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



SKILLS AND ABILITIES:

- Excellent liaison and interpersonal skills
- Writing and reading skills
- Strong administrative and organising skills
- Skills in filing

APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit:

- A detailed CV
- Cover letter/motivation
- Certified copies of qualifications, testimonials and academic transcripts.
- Latest certified copy of an ID.
- Latest certified valid driving license.

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, 17th October 2025 @ 16h30