

VACANCY ANNOUNCEMENT

RECEPTIONIST AND ADMINISTRATIVE ASSISTANT

Organisation: Namibian Chamber of Environment (NCE)

About the NCE

The Namibian Chamber of Environment is a membership-based umbrella organisation representing 83 environmental NGOs. The NCE provides a forum and mouthpiece for the broader environment sector and coordinates advocacy, policy engagement, and collaboration on environmental issues at national and international levels.

The NCE hereby invites suitably qualified and motivated Namibian citizens to apply for the position of Receptionist and Administrative Assistant.

Position Details

Position Title: Receptionist and Administrative Assistant

Duty Station: Windhoek, Namibia

Reporting To: Co-Director and Chief Executive Officer

Salary: Market related

Contract Type: Full time

Key Responsibilities

This position supports the effective functioning of the NCE by providing professional administrative, operational, and organisational support that enable NCE to fulfil its mandate.

Reception and Front Office Duties

- Serve as the first point of contact for visitors, members, and stakeholders.
- Receive and direct visitors in a professional and courteous manner.
- Answer, screen, and direct telephone calls and manage general email enquiries.
- Maintain a welcoming, organised, and professional reception area.

Administrative Support

- Provide general administrative and clerical support.
- Receive, record, and distribute incoming and outgoing correspondence.
- Maintain accurate physical and electronic filing systems.
- Coordinate office supplies, equipment, and asset registers.
- Other *ad hoc* duties as and when required.

Membership, Grants and Bursary Administration

- Support membership application and communication with members.
- Maintain and regularly update the membership database.
- Respond to membership enquiries and provide administrative support to members.
- Administer bursary and grant programmes in accordance with NCE policies and funding agreements.

Secretariat and Governance Support

- Administrative arrangements for Board, AGM and other related meetings.
- Distribution of meeting notices, drafting of agendas, preparation of Board, AGM and other meeting packs and material.
- Taking minutes at Board, AGM, and other Meetings.

Financial Administration

- Assist with basic finance and petty cash support under supervision.
- Support record-keeping for audits, governance, and reporting purposes.
- Process invoices and payments.
- Budget monitoring and financial reporting.

General Office Support

- Supervise cleaning and garden staff
- Ensure property is clean, well maintained and all services are fully functional (water, electricity, communications, climate control, security, etc)
- Assist with the organisation of events, functions, workshops, meetings, conferences, etc.
- Carry out any other duties of a similar nature as may be reasonably requested.

Required Qualifications and Experience

- Diploma or bachelor's degree in business administration, office management, or a related field.
- At least 5 years' experience in an administrative or secretariat role, preferably within an NGO, membership organisation, or professional body.
- Grants and or bursary administration and support will be an added advantage.
- Valid drivers License.

Skills and Competencies

- Strong organisational and administrative skills with attention to detail.
- Excellent written and verbal communication skills in English.
- Ability to manage multiple tasks and deadlines.
- High level of professionalism, integrity, and confidentiality.
- Ability to work independently and collaboratively in a small team.
- Proficiency in Microsoft Office applications.
- Experience in Sage Pastel will be an advantage.

How to Apply

Interested candidates should submit a detailed curriculum vitae, a motivation letter outlining suitability for the position, copies of relevant qualifications and contact details of at least two (2) references.

Applications should be submitted to admin@n-c-e.org before 17h00 on 6 February 2026.

Only shortlisted candidates will be contacted. The NCE is committed to equal employment opportunities and strongly encourages women and individuals from disadvantaged backgrounds to apply.