

NORED Electricity Pty (Ltd) the torch bearer of Namibia's Regional Electricity Distributors (REDs) in Southern Africa, believes in smart partnership and in the future of Africa now and tomorrow. Suitable qualified candidates are hereby invited to apply for the following positions.

POSITION : **PERSONAL ASSISTANT TO THE CEO**
DEPARTMENT : **OFFICE OF THE CEO**
GRADE : **C2**
DUTY STATION : **HEAD OFFICE**
CLOSING DATE : **27 MARCH 2026**

Main Purpose of the position:

To manage the administrative and secretarial aspects of the office of the CEO and all its screening, query resolution, secretarial services, and support & administration services. Also to ensure that all interactions that the CEO has with internal (board, management & staff) and external parties (business/financial community, Government, official development bodies, etc.) is efficiently initiated, coordinated & completed/resolved.

Furthermore, to calculate and compile the operational budget for the office of the CEO and to monitor and control spending as well as ensure the efficient administration of all the CEO's correspondence, records & office processes. To ensure appropriate and confidential handling of sensitive matters/issues. To manage the CEO's traveling plans, itineraries and schedules i.t.o. administrative, coordination & communications aspects, and generally project a professional image of the CEO's office to all that deal with it or come into contact with it. To serve as gatekeeper/screener to all internal & external interactions that the CEO and his office has to manage.

Key Performance Areas:

- Office Administration Services
- CEO office budget control
- Typing / Documents Preparation Services
- Corporate Secretarial & Meeting Support Services
- Management Assignments, Road shows, & Travelling Arrangements
- Time Management Support & Scheduling/ Coordination Services
- Records/ Information Management Services
- Standard Enquiries
- Events Organisation & Coordination Assistance

Minimum Educational Qualifications:

Persons from disadvantaged groups are encouraged to apply.

If you meet the above requirements, kindly submit a detailed CV accompanied by a Cover letter and certified copies of the required

Qualification to: **The Chief Executive Officer NORED Electricity (PTY) LTD | PO BOX 639 ONDANGWA, NAMIBIA**

Or

Hand deliver to: NORED Head Office, Ondangwa: Reception

Enquiries: Ms. S.N. Johannes

Tel 083 282 2100

NB: E-MAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. PERSONAL DOCUMENTS WILL NOT BE RETURNED.

VACANCY



- Grade 12, plus a 3-year National Secretarial Diploma or equivalent qualification.

Minimum Experience Required:

- 6 years of work experience, of which at least 2 years should have been at a secretarial level of servicing management at a senior level.

Special Requirements:

- Code B Driver's License

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