

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 : **SECRETARY**
DEPARTMENT : **FINANCE**
GRADE : **B5**
DUTY STATION : **HEAD OFFICE**
CLOSING DATE : **27 MARCH 2026**

Main Purpose of the position:

To provide a wide range support services (administrative, secretarial and handling of confidential matters) to the Chief Financial Officer and the department. The incumbent exercises initiatives and judgement when dealing with special assignments and promote professional, customer-oriented approach to enhance the overall image when interfacing with both internal and external customers.

Key Performance Areas:

- Office administrative duties
- Secretarial duties
- Office Consumables

Minimum Educational Qualifications:

- Grade 12 plus a 1-year Secretarial Certificate

Minimum Experience Required:

- 3 years relevant secretarial experience

Special Requirements:

- Driving License code B

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.