

# JOB DESCRIPTION

## PERSONAL ASSISTANT

<b>POSITION:</b>	<b>PERSONAL ASSISTANT</b>
<b>REPORTS TO:</b>	<b>EXECUTIVE CHAIRPERSON</b>
<b>EMPLOYER:</b>	<b>ONE ECONOMY FOUNDATION</b>
<b>JOB GRADE:</b>	<b>C3</b>
<b>DUTY STATION:</b>	<b>WINDHOEK, KHOMAS REGION</b>
<b>NUMBER OF DIRECT REPORTS:</b>	<b>NONE</b>
<b>NUMBER OF INDIRECT REPORTS:</b>	<b>NONE</b>

### JOB SUMMARY

The Personal Assistant (PA) will provide high-level administrative and operational support to the Office of the Executive Chairperson. This role involves managing meeting schedules, correspondence required by the Executive Chairperson and attending to the day-to-day tasks to ensure the efficient operation of the Executive's Office. The PA is responsible for coordinating activities, and acting as a gatekeeper to streamline workflow, while maintaining confidentiality and professionalism in all interactions. The PA must be detail-oriented with excellent communication skills and have the ability to work independently in a fast-paced environment.

### KEY PERFORMANCE INDICATORS

- » Manage and organise the Executive Chairperson's daily calendar, including scheduling meetings and appointments. Prioritise and resolve scheduling conflicts as necessary.
- » Screen and direct phone calls, emails, and other correspondence which requires the Executive Chairperson's attention.
- » Prepare and draft communication, memos, and reports.
- » Respond to enquiries and messages on behalf of the Executive Chairperson.
- » Arrange all company related meetings, conferences, and events, including logistics, agendas, and materials.
- » Take meeting minutes and track action items. Ensure timeous follow-up on deliverables and matters arising.
- » Coordinate travel itineraries, including flight bookings, accommodation, and transportation. Prepare travel documents and ensure all logistics are organised.
- » Maintain and organise files, records, and documentation for the Executive Chairperson.
- » Assist with personal and professional tasks, including errands, personal appointments, and project support as and when required.
- » Handle confidential information with the utmost discretion and maintain privacy regarding personal and business matters.
- » Provide general administrative support, such as organising office supplies, preparing reports, and handling special projects as directed by the Executive Chairperson.
- » Serve as a liaison between the Executive Chairperson and internal/external stakeholders, ensuring positive and professional interactions.
- » Regularly brief the Executive Chairperson on matters which requires personal attention.

### CONDUCT

The employee should abide by and uphold the Company's "Code of Conduct" and values both inside and outside the Company.

## GENERAL

The employee must be willing to travel when required do any other adhoc duties, reasonable and lawful delegated by his/her manager and must be carried out correct and on time.

## CORE COMPETENCIES

- » Organisation and Time Management: Demonstrated ability to manage schedules, appointments, and deadlines effectively, while prioritizing tasks and handling multiple responsibilities concurrently.
- » Communication Skills: Exceptional verbal and written communication abilities, with a proven capacity to interact professionally and effectively with board members, colleagues, donors and stakeholders.
- » Discretion and Confidentiality: Demonstrated ability to handle sensitive information with the highest level of confidentiality while maintaining professionalism in all interactions.
- » Technical Proficiency: Excellent Microsoft Suite Proficiency.
- » Problem-Solving Skills: Strong ability to anticipate needs and proactively resolve issues, coupled with quick thinking and adaptability.
- » Attention to Detail: Committed to ensuring accuracy in all tasks, from scheduling to document preparation, with a meticulous approach to managing details and consistently following through on assignments.
- » Flexibility and Adaptability: The ability to adjust to changing priorities and demands, with a capacity to thrive in a fast-paced environment.
- » Resourcefulness: Finding efficient solutions to challenges and utilizing available resources effectively.

## EXPERIENCE AND KNOWLEDGE

- » Up to 5 years of proven experience in an administrative role, preferably in a non-profit environment.
- » Strong Organisational, time-management, and multitasking skills.
- » Excellent written and verbal communication abilities.
- » Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment.
- » Strong interpersonal skills and the ability to work well in a team environment and with people across various backgrounds.
- » A passion for the organisation's mission and commitment to making a positive social impact.

## QUALIFICATIONS AND REQUIREMENTS

- » A Diploma in Business Administration or Secretarial Administration.
- » A Business Administration Degree will be an added advantage.
- » A valid driver's licence

One Economy Foundation is an equal opportunity employer and invites suitably qualified persons to submit their applications to **vacancies@leconomy.org** and include **Personal Assistant in the email subject**. Please ensure that you attach a comprehensive curriculum vitae, certified proof of qualifications and all relevant documentation.

Please submit your applications on or before the closing date of **17 April 2026**.

**Only shortlisted candidates will be contacted.** All foreign qualifications must be evaluated by NQA (Namibia Qualifications Authority).