

## EXTERNAL ADVERT

### **Vision**

*To be the catalyst in transforming the agricultural sector where every Namibian enjoys a quality life.*

### **Mission**

*To provide affordable and sustainable innovative financial solutions towards socio-economic development in Namibia.*

### **Values**

*Customer Service  
Accountability  
Professionalism  
Fairness  
Integrity  
Transparency*



***Agribank specializes in financing the entire value chain from land acquisition, production inputs, harvesting, transporting, processing and marketing of the products at competitive interest rates.***

Interested candidates with relevant qualifications and experience are hereby invited to apply for the following position:

**Position : Department Secretary**  
**Department : Sales**  
**Duty Station : Head Office**  
**Grading : C1**

### **Purpose of the Position**

To provide a full spectrum of secretarial services to a group of managers or professionals in Agribank in order to ensure sufficient support and smooth running of department activities.

### **Key Performance Areas**

- Telephone handling services
- Typing services
- Enquiries and Queries Services
- Travel Arrangements
- Events Organizing and Coordination
- General Support Services to Managers/Professionals
- Meeting Support Services
- Records Maintenance

### **Minimum Educational Qualification and Experience Requirements**

- The suitable candidate will have a Secretarial Diploma.
- 5 years of work experience in a corporate secretary with at least 2 years senior capacity providing departmental secretarial services.

### **Special Requirements**

- Computer Literate (Ms Word, Excel, Power Point Outlook).
- Accuracy, Initiative, and effective communication skills.
- Financial institution exposure will be an added advantage.

Agribank will offer the successful candidates a competitive remuneration package.

Suitably qualified women and persons with disability are encouraged to apply.

Interested candidates can apply online by visiting [www.agribank.com.na](http://www.agribank.com.na)

**NB: No emailed, hand-delivered, or faxed applications will be accepted.**

Closing date for applications: **22 May 2026**