



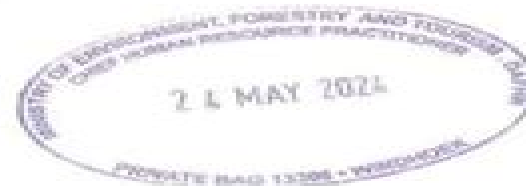
REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

NOTICE BOARD VACANCY

**DEPARTMENT: ENVIRONMENTAL AFFAIRS
DIRECTORATE OF FORESTRY**

Post designation	: Private Secretary Grade 9
Duty station	: Windhoek
Salary scale	: N\$ 195 216 – 234 144
Salary Notch	: N\$ 195 216 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Housing Allowance	: N\$ 13 944.00 per annum



Advertisement Requirements:

An appropriate National Diploma or equivalent qualification on NQF L6 in the following field of studies: Office Administration, Business Administration/Management, Public Administration/Management and Secretariat studies or a Vocational Certificates Level 3 in Office Administration and Secretariat studies.

Job Description:

- Coordinate communications, including taking calls, responding to emails and interfacing with clients.
- Manage and coordinate daily, weekly, and monthly calendars of the Director including appointments, meetings, and travel arrangements.
- Prepare and distribute internal and external documents, including reports, memos and letters.
- Communicate effectively with other departments and external stakeholders.
- Handle confidential information with discretion and professionalism.
- Maintain an organized filing system of paper and electronic documents.
- Performing various administrative tasks.
- Carry out any lawful and reasonable instructions as instructed by the reporting line.

Applicants should note the following:

- Applicants must be Namibian citizens.
- Candidates with foreign obtained qualifications must attach evaluation from NQA.
- Non-public servants must attach proof of their employment history (testimonials) via their respective HR offices.
- All copies MUST be certified.

Namibia Teacher Vacancies 2014

Joacim Rocklöv



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