

**Report to:** General Manager: Operations and General Manager: National Training Fund

**Purpose:** To provide administrative support to the General Manager

**Key Performance Areas**

- Administrative Support to the GM.
- Manages and co-ordinates GM's dairy.
- Deals with telephonic calls/queries and visitors by screening and routing them to the GM or alternate source of assistance.
- Maintains an efficient and accurate filing system for correspondence, reports and policies and does filing for the GM.
- Handles purchase requisitions for the GM's office in respect of travel & accommodation.
- Takes minutes of meetings.
- Types documents for the GM.
- Collates information for the GM from departments as requested.
- Proofreading and editing correspondence and document forwarded for signature of the GM from line managers/HoD.
- Monitor and control of assets and stationery of GM's office.
- Reviews documents for content in preparation for archiving.
- Ensures timely dissemination of external correspondence to the relevant line manager.
- Compile monthly reports.
- Carry out other activities as identified by the GM.

**Qualifications and Experience**

- Diploma in Office Administration, or equivalent
- 3 years' experience in Office Administration and Customer Care

**Other Competencies**

- Computer skills
- Organising and planning
- Multi-tasking skills
- Pro-activeness
- Knowledge of working with statutory bodies

**Closing Date: 21 October 2015**

Applications should be emailed to: [hr@nta.com.na](mailto:hr@nta.com.na) or [sowosoas@nta.com.na](mailto:sowosoas@nta.com.na), or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 279 550. No faxed applications will be accepted.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted. The NTA reserves the right not to make any appointment in this position.

