



NAMIBIA TRAINING AUTHORITY

**Senior Executive Assistant  
(Grade C3)**

**Duty Station: Head Office**

**Reporting to:** Chief Executive Officer (CEO)

**Purpose:** To manage the Office of the CEO expertly by providing professional and confidential support in a pro-active manner.

**Key Performance Areas:**

- Providing high quality secretarial, clerical, administrative and project related support to the CEO;
- Organising a comprehensive stakeholder engagement programme for the CEO;
- Coordinating responses to correspondence and ensuring timely dissemination of information across the institution;
- Collating, drafting and editing letters/submissions/reports to ensure an exceptional level of quality, grammar and formatting, as well as compliance to NTA standards;
- Facilitating EXCO meetings, including the development of annual meeting calendars, drafting agendas, collating and distributing meeting packs, taking minutes and following up on actions;
- Managing logistical arrangements of the CEO and CEO's Office for attendance of conferences, events and promotions (e.g. travel and accommodation, detailed itineraries, agendas and compiling documents for travel-related engagements);
- Communicating effectively with both internal and external stakeholders;
- Prioritising competing engagements, handling matters expeditiously while following through on projects to successful completion;
- Managing and maintaining a filing system;
- Maintaining high levels of personal integrity and confidentiality at all times.

**Qualifications and Experience:**

- Diploma in Office Administration/Business Administration/Secretarial Studies at NQF Level 6 (or equivalent);
- At least 5 years' proven experience in providing support to CEOs, other executives and/or Boards;
- Proficiency in Microsoft Office (Outlook, Word, Excel and Power Point), demonstrated through an International Computer Driving Licence (ICDL) or similar qualification.

**Other Core Competencies:**

- Exceptional organisational skills that reflect the ability to prioritise and execute multiple tasks seamlessly with the requisite attention to detail;
- Strong interpersonal skills and the ability to build sound relations with stakeholders, including fellow employees, Board members and development partners;
- Excellent written and verbal communication skills;
- Problem-solving skills;
- High level of emotional maturity;
- Proven ability to handle confidential information with utmost discretion;
- Adaptability to respond effectively and decisively to various competing demands, and demonstrating the highest level of service and responsiveness;
- Ability to work independently on projects and exercise sound judgement;
- Ability to achieve high performance goals and meet deadlines in a highly dynamic environment.

**Closing Date: 4 AUGUST 2017**

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.