



NAMIBIA TRAINING  
AUTHORITY

## SENIOR ADMINISTRATION OFFICER (GRADE C2)

**Duty Station:** Head Office

**Reporting to:** Chief Operations Officer

**Purpose:** Manage the office of the COO by providing secretarial and administrative support to the COO and staff within the division.

### Key Performance Areas

- Executive Secretarial
- Office Administration
- Document Management

### Qualifications and Experience

- A Diploma in Office Administration/Secretarial or equivalent qualification from a recognised institution (NQF Level 6).
- Five (5) years secretarial and/ or administration at executive level.
- Driver's Licence

### Required Competencies

- Advanced Microsoft Office (All) skills
- Interpersonal and Communication (Diplomacy) skills
- Planning and Organising skills
- Problem Solving and Multi-tasking skills
- Ability to work under pressure skills
- Report writing and Time Management skills
- Confidentiality and Emotional maturity.

**Closing Date: 17 October 2025**

Applications should be couriered or hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

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 will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**

**The NTA reserves the right not to make any appointment in this position.**