

Office of the Registrar

Contact: Mr Russel Camm
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Meetings Administrator

Requirements

A Bachelor's degree or three-year National Diploma in Office Administration or a related qualification with at least five years of relevant experience within a Higher Education environment. High level of secretarial and minute taking and/or committee work experience. Excellent English communication skills (both oral and written), organisational and planning skills.

Job Description

Assist the Head of Governance and Committee Work with administering all meetings of Council, Senate and the respective standing and ad-hoc Committees; keep records and maintain an official record of actions and decisions of Council, Senate and its statutory committees and prepare and distribute records of meetings to members of committees in a timely manner.

BENEFITS

NUST offers a competitive salary and the following fringe benefits:

- * Annual Bonus
- * Generous Leave Privileges
- * Housing Allowance
- * Medical Aid Scheme
- * Pension Fund
- * Relocation Expenses

APPLICATION PROCEDURE

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to: **The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA.** Applications may be emailed to: recruitment@nust.na On e-mail applications, please enter the title of the position in the subject line.

All foreign qualifications will be validated by the NQA.

CLOSING DATE: 16 FEBRUARY 2018

ASSUMPTION OF DUTIES: ASAP

Only shortlisted candidates will be contacted. No documents will be returned.