

## **Namibia Business Innovation Institute**

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### **Secretary**

#### **Requirements**

A Bachelor's degree or three-year National Diploma in Office Management, Business Management or Communication with at least three years of experience as a Secretary or an Office Administrator at a medium-sized company/institution. A typing speed of at least 40 words per minute. Excellent English communication (both oral and written), organisational, computer and administrative skills and the ability to work independently.

#### **Job Description**

Provide secretarial and administrative support; maintain the filing system; screen telephone calls and manage the diary; make travel arrangements; process requisitions; arrange workshops and meetings; take minutes and type documents; maintain stock of stationery supplies and consumables; oversee cleaning staff; report and coordinate building maintenance and venue bookings; and document staff leave.

#### **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

**CLOSING DATE: 16 FEBRUARY 2018**  
**ASSUMPTION OF DUTIES: ASAP**

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

#### **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](mailto: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.**