

Job Title : Personal Assistant to the Director General (P07)

Role Mission : Provides personal executive support to the Director-General in a one-on-one working relationship. Serves as primary point of contact for internal & external constituencies on all matters pertaining to the Office of the DG. Serves as a liaison to Board and senior leadership team. Organizes and coordinates DG's outreach and external relations efforts.

Reports To : NBC Director General.

Required Minimum Education / Training: A post school executive secretarial diploma.
Ideally a business administration qualification at 3-year Bachelor degree's level is preferred additionally.

Required Minimum Work Experience: At least 7 years supporting senior managers.
Proven experience in an administration/executive assistant/PA role in a highly pressurised environment requiring tact, judgment and discretion in handling internal and external contacts (essential).
Must have a Code BE driver's license.

Key Performance Areas

1. Manages and maintains the DG's diary and email account.
2. Conducts weekly diary meetings with the DG to discuss upcoming engagements, invitations and other requests.
3. Coordinates travel and accommodation requirements in connection with others and ensures arrangements in place for the DG match his/her requirements serves.
4. Filters general information, queries, phone calls and invitations to the DG by redirecting or taking forward such contact as appropriate.
5. Manages the process of calling for briefing on behalf of the DG from start to finish ensuring that he/she is fully prepared for all engagements.

Knowledge/ Skills requirements:

1. Expert level written and verbal communications.
2. Proficiency in Microsoft Office.
3. Confidentiality, initiative, tact, and mature and independent judgment.
4. Leadership qualities such as adaptability, flexibility, dependability and accountability.

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Directors

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Director

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Cletius Simasiku
Director

Head: Legal Services & Company Secretary
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