

# MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

## DEPARTMENT: PROCUREMENT POLICY UNIT

### DIVISION: MONITORING AND EVALUATION

#### SUBDIVISION: ADMINISTRATION SERVICES

<b>Post Designation</b>	:	Senior Private Secretary Grade 8
<b>1XPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453- N\$271,828
<b>Housing allowance</b>	:	N\$17,424 per annum
<b>Transport allowance</b>	:	N\$10,512 per annum

#### **Minimum Requirements:**

An appropriate National Diploma or equivalent qualification on NQF Level 7, plus 3 years appropriate experience.

**Supplementary Requirements:** Candidates' experience must be linked to Administration and Office Management. Must have proven experience in MS Office, exceptional organization, planning and dairy management skills and excellent Computer Literate.

#### **Key Performance Area:**

- Typing of manuscripts
- Screening and channelling of telephone calls and visitors.
- Updating of dairies and other sources of reference.
- Making appointments, reservations and travelling arrangement.
- Performing of elementary administration work.
- Taking and relaying messages.
- Filing, safekeeping, scanning and uploading documents to the system.
- Performing of any other duties assigned from time to time by the supervisor.
- The incumbent will at all times familiarise him/her with the rules, regulations, policies and relevant acts that has bearing on his/her operation and specifically on his/her duties. This will include liasing with departments/directorates within the Ministry and other Offices, Ministries and Agencies.

**NB: The successful candidate will be subjected to vetting.**

**Enquiries: Mr. Francois Brand Tel: 061 2092147**

**IN TERMS OF THE AFFIRMATIVE ACTION PLAN OF THE MINISTRY OF FINANCE AND PUBLIC ENTERPRISES, QUALIFYING FEMALES AND PERSONS WITH DISABILITIES WHO MEET THE PRESCRIBED ADVERTISEMENT REQUIREMENTS ARE ENCOURAGED TO APPLY.**

Application forms **156043** (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify their applications, and no documents will be returned. Candidates employed in the Public Service must attach letter of confirmation of probation and those outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).

Applications must be addresses to  
**The Executive Director**  
**Ministry of Finance and Public Enterprises**  
**Private Bag 13295**

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

**Windhoek**

**Or hand delivered at:**

**Ground Floor**

**East Wing Fiscus Building. Please Note: Only short-listed candidates will be notified, and no documents will be returned.**

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