

VACANCY

OFFICE OF THE RECTOR

Contact: Mr. Khumalo Kapelwa at tel: +264 61 207 2082 or e-mail: kkapelwa@polytechnic.edu.na

CENTRE FOR COOPERATIVE EDUCATION (CCE)

Secretary

Requirements

Grade 12 or an equivalent qualification with four years relevant experience in Office Administration. A relevant Certificate or Diploma in Information Administration Training will be an advantage. A typing speed of 50 words per minute. Computer proficiency in Microsoft Word, Excel, PowerPoint and Access. Good communication and administrative skills and the ability to work independently.

Job Description

The incumbent will provide secretarial and administrative support to the Department; maintain the office and a good filing system, screen all telephone calls and visitors; organise workshops and conferences; make travel arrangements; and ensure the overall smooth functioning of the office.

Only short-listed candidates will be contacted. No documents will be returned.

Closing date: 09 August 2010

Date of assumption of duties: As soon as possible

Fringe benefits: The Polytechnic offers competitive salaries and the following fringe benefits: *Pension Fund/Gratuity *Medical Aid Scheme *Annual Bonus *Home-ownership Scheme/Rental Allowance *General Leave Privileges *Relocation Expenses.

Application procedure: Applications in writing, accompanied by a curriculum vitae, giving full details of work experience and three referees, should be submitted to: The Manager: Human Resources, Polytechnic of Namibia, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA, fax +264 61 207 2444, or e-mail: hr@polytechnic.edu.na



Polytechnic of Namibia

• Tel: +264 61 207 9111 • www.polytechnic.edu.na



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