

POLYTECHNIC OF NAMIBIA

LEADERSHIP | TECHNOLOGY | ENTREPRENEURSHIP | INNOVATION

VACANCY

PUPKEWITZ GRADUATE SCHOOL OF BUSINESS

Contact: Ms. Nicky Fourie at tel: +264 61 207 2072 or e-mail: nfourie@polytechnic.edu.na

Secretary

Requirements

Grade 12 or an equivalent qualification with four years relevant experience in Office Administration. A National Diploma in Office Administration or Secretarial Training will be an advantage. A typing speed of 50 words per minute; computer proficiency in Microsoft Word, PowerPoint and Excel; ability to work and report in a matrix and to prioritise without prejudice; good communication and writing skills; sound organisational skills and the ability to work independently.

Job Description

The incumbent will: provide secretarial support to the Director and assist all staff of the GSB; maintain the diary and a good filing system; facilitate communication and appointments; organise, read and record the proceedings at meetings, workshops and conferences; professionally manage all duties & delegated tasks. Must be willing to work irregular hours when required.

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

Closing date: 11 June 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

Opportunity awaits ...