

POLYTECHNIC OF NAMIBIA

LEADERSHIP | TECHNOLOGY | ENTREPRENEURSHIP | INNOVATION

VACANCIES

OFFICE OF THE VICE-RECTOR: ADMINISTRATION & FINANCE

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

DEPARTMENT: HUMAN RESOURCES

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; organize workshops and conferences; make travel arrangements; and ensure the overall smooth functioning of the office.

HAROLD PUPKEWITZ GRADUATE SCHOOL OF BUSINESS

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

Administrative/Faculty Officer

Requirements

A Diploma or Bachelor's degree in Office Administration with five years experience or an equivalent qualification with experience in Office Management. A good command of English and sound technology skills. Sound human relations, personal and interaction skills. Specific attributes and abilities include confidentiality, independence, reliability, creativity and initiative. Experience in academic management will be an added advantage. Must be willing to work irregular hours when required.

Job Description

The incumbent will report directly to the Director and will work directly with all staff of the GSB. S/he will be required to: manage the office, arrange functions and meetings, attend to correspondence, manage assets, provide administrative support, coordinate projects, provide IT support; and liaise with both internal and external stakeholders.

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

Closing date: 30 April 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

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