



VACANCY
EXECUTIVE ASSISTANT
(Windhoek, Namibia)

ABOUT THE NCRST:

The National Commission on Research, Science and Technology (NCRST) is a State- Owned Enterprise established in terms of section 4 of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004) with a primary role of promotion, coordination and development of Research, Science, Technology and Innovation in Namibia.

The NCRST hereby invites applications from suitably qualified individuals to apply for the following position:

POSITION: EXECUTIVE ASSISTANT: OFFICE OF THE CEO, GRADE C2

JOB PURPOSE:

The primary purpose of this function is to ensure the efficient operation of the CEO's office and performs a variety of administrative and secretarial tasks in support of the CEO. The Executive Assistant supports the CEO's participation in all internal and external committees, national and international engagements, all administration tasks including internal and external meetings that the CEO chairs and liaises with external clients, agencies and partners. The Executive Assistant also assists with

KEY PERFORMANCE AREAS:

1. Administrative Duties

- Screens all correspondence received; prepares and edits correspondence, communications, presentations and other documents.
- Acts as point of first contact for internal and external parties with the CEO's office, taking action when possible, referring to appropriate colleagues or bringing issues to the attention of the CEO in a timely manner.

- Receives, analyses and subsequently forwards enquiries about services provided by the organization to the relevant Department for further action.
- Uses a teamwork approach to promote an organizational environment and with the CEO's approval, provides assistance to other Departments
- Takes action during the absence of the CEO, uses initiative and judgment to ensure that matters requiring immediate attention are referred to the appropriate authority and handled efficiently

2. Secretarial duties

- Ensures operation of all equipment in the office of the CEO.
- Performs all typing of correspondence / documents for the Chief Executive Officer.
- Answers queries and follows up on enquiries received to ensure that the enquirer is satisfied with the information, advice, or service provided.
- Screens visitors to the Chief Executive Officer ensuring that his/her time is not wasted by unnecessary interruptions and at the same time satisfying the visitor's/caller's need.
- Arranges the Chief Executive Officer's travel matters, including drawing up itineraries, obtaining visas, etc.
- Performs ad hoc personal errands for the Chief Executive Officer.
- Monitors and supervises cleanliness and appearance of the Chief Executive Officer's reception area.
- Ensures that CEO's office is always stocked with consumables, and that old stock is removed.

3. Office Records

- Files and retrieves documents and reference materials
- Keeps a strict record of, and maintains control over all files removed from the Chief Executive Officer's office

4. Meeting Co-ordination

- Manages and maintains CEO's appointment schedule by planning and scheduling meetings, conferences and travel.
- Constantly monitors the standard meeting roster (corporate, and other meetings in which Chief Executive Officer is invited).
- Arranges and takes minutes of the Executive Management Meeting (EMC).
- Ensures that everything is set up for the meetings.
- Informs participants of changes in meeting schedules, co-ordinates the agenda items, and sends out agendas.
- Ensures that any special requirements are catered for (e.g. consultant presentation or VIP guests joining etc).
- Compiles and distributes minutes of meetings.

5. Stock and budget administration

- Ensures that all stationery and consumables stocks needed in the Chief Executive Officer's office environment are available at all times.
- Assists to draw up the budget for the CEO including consumables and stationery, and expenditure on standard events for review and approval by the Chief Executive Officer.
- Monitors, controls, and records all transactions regarding the Chief Executive Officer's budget for consumables and arranges for payments and recording.
- Processes the Chief Executive Officer's travel claims or other claims, and general procurement for the CEO's office, ensuring that the finance sub-division is informed accordingly.

6. Co-ordination of VIP guests/visitors

- Receives VIP guests.
- Arranges accommodation bookings for VIP guests.
- Transports VIP guests from airport to town.
- Liaises with the Accreditation office regarding the accreditation of VIP guests.
- Liaises with International Relations regarding receiving of VIP reception, luggage collection and general facilitation of VIP guests.
- Maintain the appropriate level of protocol as required for VIP visitors.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree [NQF level 7]
- At least four years' experience in a similar position or in an administrative position.

SKILLS AND ATTRIBUTES REQUIRED:

- Accounting
- Budgeting
- Interpersonal
- Minute Taking
- Diplomacy
- Customer service
- Confidentiality

CONDITIONS OF EMPLOYMENT:

This is a permanent contract. NCRST is an equal-opportunity employer.

Applications:

All applications must be accompanied by a comprehensive Curriculum Vitae, with certified ID and supporting documents. Applications can be submitted as follows:
via: <https://nieis.namibiaatwork.gov.na/>

Please note that only shortlisted candidates will be contacted.

Applications and inquiries may be directed to:

The Human Resources & Organisational Development
Office Tel: +264 (61) 431 7099

CLOSING DATE OF APPLICATIONS: 02 October 2025

Previously disadvantaged candidates are strongly encouraged to apply.