

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Job Profile

Job title: Executive Assistants to the Chairperson and Deputy Chairperson (x2)

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Permanent (after six months probationary period)

Level: TBA

About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

Roles and responsibilities

This positions report into the Chairperson and Deputy Chairpersons of the Board. The incumbents will provide full PA duties and administrative support.

Specific duties:

He or she will have the following responsibilities and functions:

- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients
- Prepare internal and external corporate documents for team members and industry partners
- Schedule meetings and appointments and manage travel itineraries
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff and clientele
- Organisation of diary activities, ensuring s/he is well prepared for meetings
- Liaising with clients, suppliers and other staff
- Scheduling of meetings, preparation of agendas, co-ordination of attendance and accurate and timely minute taking for internal and external meetings
- Producing high quality documents, briefing papers, reports and presentations (including external production where required)
- Screening phone calls, enquiries and requests, and handling them when appropriate
 - Meeting and greeting visitors at all levels of seniority
- Organise conference bookings and travel arrangements
- Undertake ad-hoc research work which could involve using the internet
- Any other duties as required

Qualifications, Skills and Competencies

- Bachelor's Degree in Business Administration/B-Commerce or equivalent
- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanour
- A positive and enthusiastic approach
- Self-starter who is comfortable working without close supervision and using their initiative; is able to identify ways of improving efficiency
- Experienced practitioner with excellent communications skills, both written and verbal
- Ability to quickly build good working relationships at all levels and collaborate effectively with a range of internal/external contacts
- Displays tact and diplomacy, dealing discreetly with confidential information
- Displays attention to detail
- Good organisational skills are critical along with the ability to prioritise workloads and manage time successfully
 - Excellent administration skills required with experience in devising and developing project management frameworks and tracking progress against milestones
 - Proficiency in Microsoft Excel, Word and PowerPoint in preparation of material at senior level
 - Adaptable, flexible and resilient, able to cope with the pressure of managing the demands of a high volume of work and meeting deadlines
 - Solutions oriented

CLOSING DATE: 31 AUGUST 2018

ENQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na

SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

NO E-MAIL APPLICATIONS WILL BE ACCEPTED

ADDRESS FOR SUBMISSION:

HAND DELIVERY:

MANDUME PARK
1 TEINERT STREET
WINDHOEK

POSTAL ADDRESS
P.O.BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE