

A BRIGHTER
OPPORTUNITY
FOR YOUR
TOMORROW

VACANCIES

Namdeb's alluvial mining operations offer unique challenges for professionals who wish to be part of an of a world-class operation. With established open-cast, coastal and dredge mining operations as well as a variety of new technology-driven projects, Namdeb offers developmental opportunities unmatched at most other mining operations. We are thus challenging individuals who can think outside the box to join our dynamic team in contributing towards the development and implementation of new generation mining technology.

Applications are invited for the following position :

PERSONAL ASSISTANT TO THE CEO (C2)

Closing Date: 06 March 2023

The Challenge:

The Personal Assistant to the Chief Executive Officer play a critical role in ensuring the smooth running of the CEO's office providing a wide range of support services (secretarial, administrative, reception and handling of confidential matters) to the Chief Executive Officer. The successful candidate will be a highly organized and efficient individual who will have an excellent opportunity to exercise own initiative and judgement when dealing with special assignments in a fast-paced, forward-thinking organization.

Minimum Requirements for the Position:

- Business Administration Diploma (NQF6) or any appropriate qualification linked to the relevant experience.
- Code B/BE driver's license.
- Six (6) years post graduate experience as a Management Secretary to a Senior Manager in a corporate environment.
- Proficiency in Advanced MS Office Suite

Competencies:

- A self-starter with excellent verbal and written communication skills.
- Excellent secretarial/administrative skills with the ability to handle situations with diplomacy.
- Highly organized with excellent time-management skills.
- Strong inter-personal relations at all levels.
- Ability to work independently and as part of a team.
- Demonstrated ability to coordinate special functions and visits with ability to maintain protocol and customs (proven track record to be provided).
- Ability to work well under pressure and maintain a professional demeanor at all times.
- Strong problem-solving and conflict management skills.
- Maintaining a high level of confidentiality at all times.

Comprehensive packages are negotiable and preference will be given to applicants from designated groups in terms of the Namibian Affirmative Action Act. Interested candidates should forward curriculum vitae with supporting documents to hr.recruitment@namdeb.com