



The Namibian Competition Commission (NaCC) is established in terms of the Competition Act (Act No. 2 of 2003). The Commission is looking for a dynamic, hard-working, proactive and forward-thinking individual to assist the Commission in achieving its strategic objectives as defined in its Strategic Plan. Persons, regardless of gender, religion or disability status and who meet the below mentioned requirements and attributes are invited to apply for the following position:

Administrative Assistant: Economics and Sector Research Division

### **Job purpose**

Reporting to the Economics and Sector Research Director, this position is in the skilled category and the incumbent is expected inter alia to:

### **Key Responsibilities**

- Provide full administrative office support to the Director and the Division.
- Manage the Division's Project Pipeline and work-plan in consultation with the Director.
- Arrange and manage divisional workshops, events and meetings.
- Organise travel arrangements, hotel bookings and logistics for the Division and ensure compliance with travel procedures and regulations.
- Take responsibility for all finance related payments of the Division.
- Maintain a professional e- filing system of all correspondences and related documentation of the Division.
- Manage the day-to-day administrative operations and perform other related duties as required.

### **Minimum Requirements**

- A minimum Diploma and or Degree in Office Administration from a recognised institution.
- At least 3 years' experience in secretarial and office administration fields is required.
- The following additional skills will be an added advantage:
- Exposure in economics related environment(s) and or research will be a distinct advantage.
- Knowledge of electronic e-filing system and MS Office 365 programmes.
- Basic understanding of the purpose of the Commission.
- High level of professionalism and problem-solving skills.
- Knowledge of basic finance processes.
- Effective reporting, verbal, listening and written communications skills.
- Attention to detail and high level of accuracy.
- Good office management and record keeping skills.

- Time management skills.
- Excellent interpersonal skills, maintain a high level of confidentiality, telephone etiquette and good organisation skills.

**Closing date: 30 January 2020**

The Commission offers market related remuneration packages commensurate with experience and qualifications. *Persons from designated groups are encouraged to apply.*

Interested candidates should forward their resumes, which should include three contactable references in strictest confidence to:

Manager: Human Resources  
Namibian Competition Commission  
M Floor, 269 Independence Avenue  
PO Box 2104, Windhoek  
Tel: (061) 224622

No e-mailed or faxed applications will be accepted.

*The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for short listing. Applications who do not receive any response within three weeks after the closing date should accept that their applications were not considered favourably. The Commission regrets it cannot return documents.*