



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. People, regardless of gender, religion, or disability status and who meet the above-mentioned requirements and attributes are invited to apply for the following position:

EXTERNAL ADVERTISEMENT

Receptionist: Finance and Admin Division (B4)

Job purpose

To assist in executing reception and administrative duties and portray a good image of the Commission, to facilitate all incoming calls through the switchboard and provide timeous information on enquiries. The incumbent is expected inter alia to:

Key Responsibilities

- Be in the first line of personal contact with clients.
- Conduct and operate all the switchboard activities.
- Portray a good public image about the Commission in dealing with clients and stakeholders.
- Provide access control to all persons entering/exiting the front door of the Commission office.
- Accepting applications for employment and tender documents and record the information on a database; allocate reference numbers and provide a date stamp to applications; forward application forms to HR department.
- Ensure the provision of good client services by receiving visitors to the Commission. Determine their needs and directing them to relevant employees or divisions.
- Administer the Internal Telephone Directory.
- Assist with general administration work in regard to typing of documents; accept and distribute courier parcels etc.
- Ensure that incoming and outgoing communications letters are filed on a daily basis.
- Provide Senior Staff members with requested documents and files.
- Assist with travel and accommodation arrangements Senior Staff members.
- Frequent/monthly ordering of stationery within budget limits and ensure constant availability thereof.
- Monitoring of the utilization of stationery.
- Ensure the maintenance of the fax and photocopy machines.
- Efficiently manage and co-ordinate: Advertisements, enquiries and applications for positions and consultants.
- Request for Quotations and orders.
- Monitoring messenger and cleaning services: Preparation and cleaning of day-to-day tea rooms

for selection committees, meetings, workshops, and functions as well as day to day meeting arrangements (meeting calendar).

- Permanent cleaning and tidiness of offices, reception, filing room and kitchen.
- Serving tea/coffee to visitors.
- Ensure availability of newspapers and periodicals.
- Process and distribute, or delegate the processing of incoming and outgoing faxes, the making of photocopies, printing and binding of Board and other committees' agendas, courier administration, incoming and outgoing mail and hand (messenger) deliveries.
- Coordinate all incoming and outgoing courier mail.
- Perform any other relevant admin related functions as directed by the Manager: HR & Admin.

Minimum Requirements

- Bachelors in office administration at NQF level 7, plus three years experience as receptionist/switchboard operator or;
- Exposure in Trade and industry environment would be an advantage.
- Relevant working experience with Ms Office products (Ms Word, Excel, Ms PowerPoint, Ms outlook) and Internet, are required.
- The incumbent should have a sound understanding of the purpose of the Commission.

SKILLS AND ABILITIES

- Good communication skills
- Strong ethics, honesty, integrity, punctuality, and respect.
- Maintain confidentiality and Accountability
- Ability to work on multiple tasks, prioritize responsibilities and meet deadline
- Self-starter, self-motivated and focused on results
- Good interpersonal and problem-solving skills

Closing date: 12 June 2026 @17H00

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

NO E-MAIL OR HAND DELIVERED APPLICATIONS WILL BE ACCEPTED. Enquiries in respect of the above position should be send to ndapewa.lukolo@nacc.com.na or saara.velikoshi@nacc.com.na or contact (061) 224622.

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 favorably. The Commission regrets it cannot return documents.