

JOB DESCRIPTION

Job Title:	Executive Assistant	Department:	Office of the Principal Officer
Employee Name:		Immediate Supervisor:	Principal Officer
Travel Required:	Low	Position Type:	Permanent
Location:	Windhoek	Subordinates:	None

Job Purpose:

The incumbent will provide executive support to the Principal Officer and perform general administration functions to ensure the smooth running of the office, fulfill receptionist duties and meeting administration tasks. Coordinate projects within the PO's office and ensure that all necessary Fund deliverables are monitored and reported on.

Role and Responsibilities:

- Provide comprehensive administrative support for the Principal Officer which includes managing the calendar, completing expense reports, composing and preparing correspondence, arranging travel plans, itineraries and compiling documents for meetings.
- Assist with the preparation of board materials, reports and presentations.
- Coordinate the agenda of meetings to be attended by the Principal Officer, draft meeting minutes and follow up on assigned action items.
- Coordinate internal and external communication with stakeholders for the Principal Officer.
- Manage confidential information and sensitive projects with discretion.
- Perform receptionist duties, answering and directing telephone calls.
- Attending to visitors, coordinate meetings with stakeholders and arrange functions / events of the Fund.
- Ensure smooth running of the office and attend to all office management duties.
- Maintaining and monitoring office management budget and expenditure.
- File and maintain the filing system and coordinate submission and safekeeping of all statutory documentation, as per requirements.
- Facilitate the coordination of the Fund's projects for the Principal Officer, including the planning, scheduling, monitoring, and reporting thereof.
- Maintain planning foresight and the project calendar for all Fund projects and engage with stakeholders to plan and track the delivery of projects.
- Any other duties and responsibilities as assigned by the Principal Officer.

Qualifications and Education Requirements

- Diploma in Office Management, Business Administration, or in a related field (NQF Level 6)
- At least five (5) years' experience as an Executive Assistant or Management Secretary, of which 3 years should be to a Senior Manager in a corporate environment
- Experience in the Medical Aid funding industry would be an added advantage

Required competencies

- Excellent writing and minute taking skills
- Excellent time-management and problem solving skills
- Excellent English verbal and written communication skills
- Excellent telephone etiquette
- High levels of flexibility and adaptability
- Strong interpersonal skills and the ability to build relationships with stakeholders at all levels
- Strong organizational and administrative skills that reflect ability to perform and prioritize multiple tasks seamlessly, with excellent attention to detail
- Ability to work independently and maintain a

	<p>high level of confidentiality at all times</p> <ul style="list-style-type: none"> • Computer literate and proficient in advanced Microsoft Office applications • Experience with project management software would be an added advantage
<p>Further Requirements</p> <ul style="list-style-type: none"> • Namibian Citizen • Code 08 Driver's license with own transport • Ability and flexibility to work outside standard business hours 	