



Personal Assistant to the CEO (Six (6) months Contract – None Renewable)

Namib Desert Diamonds (Pty) Ltd (NAMDIA) “a public enterprise “is a cutting edge diamond marketing and sales company, perfectly positioned to create a sustainable route to market a portion of Namibia’s unique and highly sought-after diamonds. Established in 2016 by the Government of the Republic of Namibia.

Duty Station	WINDHOEK
Primary Purpose	To provide varied and often confidential secretarial and office administrative assistance to the CEO and manages all office administrative matters that arise in the day to day activities of such office, whilst maintaining confidentiality, discretion and promoting the professional image of the CEO' office.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - National Diploma in Secretarial or Office Administration - NQF Level 6 - Three (3) years appropriate experience
Special Requirements/Licenses	<ul style="list-style-type: none"> - Driver's License Code B
Key Responsibilities	<ul style="list-style-type: none"> - Managing the CEO's Office - Minute taking - Correspondences - Filing
Competencies/Skills	<ul style="list-style-type: none"> - Good communication and interpersonal abilities - Numeric abilities - Time Management

Detailed Curriculum Vitae, cover letter plus **certified supporting documents** should be hand-delivered at the Namib Desert Diamonds (NAMDIA) Office, Corner of Sam Nujoma Drive and Kwame Nkuruma Avenue, Windhoek.

NB: Non-Namibian qualifications must be evaluated by NQA.

Kindly take note that emailed documents will not be accepted.

Closing date for all applications is 11 June 2020