

CLOSING DATE:
25 November 2024
at 17H00

(Only short-listed candidates
will be contacted)

VACANCY



CRAN
Communications Regulatory Authority of Namibia

RE-ADVERTISEMENT

EXECUTIVE ASSISTANT TO THE CEO (C2)

Primary purpose of the position:

Reporting to the Chief Executive Officer(CEO), the Executive Assistant to the CEO is responsible to provide confidential, efficient, and effective executive secretarial and administrative support to the CEO.

Key Performance Areas:

CEO's Office Management and Administrative Support

- Acts as the first point of contact to the office of the CEO and in dealing with correspondence and phone calls;
- Ensures the CEO is fully briefed and prepared for all engagements and meetings;
- Maintains a daily updated diary for the CEO, provide reminders for meetings, appointments and any other engagements;
- Develops, implements and maintains office administration systems, procedures and processes in consultation with the CEO;
- Collaborates with the Communication & Consumer Relations team to ensure that CEO is well prepared for planned events;
- Screens courteously and decisively, visitors to the CEO's office and ensure the productive use of the CEO's time;
- Prepares correspondence including drafting letters, reports, presentations and any other correspondence in consultation with the CEO;
- Provides input to the annual budget regarding stationery and other requirements for the office of the CEO;
- Makes travel, accommodation and transport arrangements and other related bookings for the CEO;
- Establishes and maintains a comprehensive database and filing system for all records and documents in the office of the CEO;
- Liaises with internal and external stakeholders and the public regarding the CEO's office; and
- Updates and maintains existing stakeholder contact information.

Secretarial Support and Office Administration

- Organises and arrange meetings, events and coordinates all aspects of such meeting, i.e. venue, catering, etc;
- Coordinates and arrange EXCO meeting in line with the meeting schedule and provide secretarial support during these meetings;
- Takes minutes at EXCO meetings and other meetings hosted by the CEO and finalise such minutes in line with agreed timelines and standards;
- Drafts and shares for input and adoption the meeting schedules and agendas;
- Distributes meeting minutes and agenda for the monthly and quarterly executive management meetings;
- Liaises with employees, suppliers, and customers where applicable; and
- Undertakes other duties as may be reasonably required from time to time.

Education, Experience and Skill Requirements:

- A relevant Diploma in Office Administration or relevant qualification;
- Five (5) to Six (6) years' experience as a Senior Secretary or Administration Officer in a corporate environment;
- Good oral and written communication skills;
- Ability to be proactive and take initiative;
- Discretion and trustworthiness;
- Competent user of Microsoft Office packages; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.