

EXTERNAL ADVERT

Vision

To be the catalyst in transforming the agricultural sector where every Namibian enjoys a quality life.

Mission

To provide affordable and sustainable innovative financial solutions towards socio-economic development in Namibia.

Values

*Customer Service
Accountability
Professionalism
Fairness
Integrity
Transparency*



Agribank specializes in financing the entire value chain from land acquisition, production inputs, harvesting, transporting, processing and marketing of the products at competitive interest rates.

Interested candidates with relevant qualifications and experience are hereby invited to apply for the following position:

Position : Department Secretary
Department : Sales
Duty Station : Head Office
Grading : C1

Purpose of the Position

To provide a full spectrum of secretarial services to a group of managers or professionals in Agribank in order to ensure sufficient support and smooth running of department activities.

Key Performance Areas

- Telephone handling services
- Typing services
- Enquiries and Queries Services
- Travel Arrangements
- Events Organizing and Coordination
- General Support Services to Managers/Professionals
- Meeting Support Services
- Records Maintenance

Minimum Educational Qualification and Experience Requirements

- The suitable candidate will have a Secretarial Diploma.
- 5 years of work experience in a corporate secretary with at least 2 years senior capacity providing departmental secretarial services.

Special Requirements

- Computer Literate (Ms Word, Excel, Power Point Outlook).
- Accuracy, Initiative, and effective communication skills.
- Financial institution exposure will be an added advantage.

Agribank will offer the successful candidates a competitive remuneration package.

Suitably qualified women and persons with disability are encouraged to apply.

Interested candidates can apply online by visiting www.agribank.com.na

NB: No emailed, hand-delivered, or faxed applications will be accepted.

Closing date for applications: **22 May 2026**