

VACANCY

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependents of those killed in motor vehicle accidents in accordance with the MVA Fund Act, Act 10 of 2007.

The MVA Fund invites applications from suitably qualified, experienced and competent persons to join its workforce in the following position:

Position: Executive Secretary to the Chief Operations Officer (Patterson C2)
Duty Station: Windhoek Service Centre

Purpose of this position: To provide comprehensive secretarial and administrative support to the Chief Operations Officer, while assisting the Operations Unit with designated administrative functions.

KEY PERFORMANCE AREAS

- Provide comprehensive, high-level secretarial and administrative support to Executive Management, ensuring a seamless execution of daily tasks.
- Proactively manage and prioritise schedule, balance business-critical engagements with internal and external stakeholders.
- Manage and coordinate the Unit's calendar and ensure timely preparations for meetings.
- Serve as the primary contact between the Unit and various business units, facilitating smooth communication and workflow.
- Attend to all logistical arrangements of the Unit and perform any other administrative function, including meetings, travel arrangements, and Unit-specific event management.
- Oversee the operational needs of the Unit, which include office supplies, refreshments and other resources.
- Organise a filing system to maintain confidential information and operational documents.
- Act as the key Administrator for meetings and internal committees by preparing agendas, capturing minutes, and ensuring timely follow-ups on key action points.

REQUIREMENTS

- Bachelor degree in Office Management or equivalent qualification.
- Minimum three (3) years of working experience as Executive Secretary or Administrative Officer for Executive Management.
- Excellent Computer skills, i.e. Microsoft Office package.
- Ability to handle confidential information.
- Communication and interpersonal skills
- Good administrative and organisational skills.

The MVA Fund is an equal opportunity employer. People with disability emanating from Motor Vehicle accidents are encouraged to apply. Only shortlisted candidates will be notified. No documents will be returned.

Applicant are required to complete the online Application Form Available on the MVA Fund website.

Furthermore, a motivational letter, detailed CV, and certified supporting documents must be emailed as a one consolidated PDF document to: recruitment@mvafund.com.na

Enquiries: Ms. Marlyn De Kock
Human Capital Generalist
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Deadline: Friday, 24 July 2026 at 16H00