



NAMCLEAR is the Namibian Automated Clearing House (ACH), licensed as a Payment System Operator and the designated Financial Markets Infrastructure (FMI) for the Namibian payment industry.

Personal Assistant to MD (C2)

To provide a full secretarial support service to the Namclear Office of the MD (OMD) by managing daily activities such as diary management, planning and organizing, word processing, filing, and co-coordinating activities/ events, to ensure that the office of the MD operates effectively and efficiently and, to assist the Company Secretary with Board with secretarial functions.

Main Responsibilities:

- Manage the diary, appointments, and meetings
- Coordinate meetings, events, travel, and other activities
- Prepare correspondence, reports, and meeting documents
- Manage filing, records, and confidential information
- Handle communication and correspondence
- Follow up on action items and outstanding matters
- Liaise with internal and external stakeholders as required
- Provide general administrative and secretarial support
- Maintaining the Company's statutory records, statutory registers, minute books, resolutions, and corporate governance documentation, and support the preparation and filing of statutory documents with relevant regulatory authorities

Minimum Academic and Professional Qualifications:

- Grade 12 or equivalent
- Three (3) years of professional Secretarial qualification/Secretarial diploma

Minimum Experience and Competencies

- Proficient in MS Office suite (Word, Excel, PowerPoint & MS Project)
- Planning & organizing skills
- Good communication & interpersonal skills
- Planning & organizing skills
- Follow up & Follow Through skills
- Three (3) to Four (4) years of Secretarial/Administrative experience at Executive level.
- Minute-taking skill is a requirement

The position calls for excellent communication, great administrative support, be well-presented and good time management skills.

Interested applicants complying with the requirements mentioned above must forward a detailed CV and motivational letter to hr@namclear.com.na. In return for your skills, as an equal opportunity employer offers a generous remuneration package and attractive fringe benefits in keeping with the position and the company's calibre. Follow the link for the NAMCLEAR Employee Value Proposition - <https://www.namclear.com.na/what-we-offer-our-employees/>

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act. Interested applicants complying with the requirements mentioned above must forward a detailed CV and motivational letter as one PDF document not bigger than **5 MB** to hr@namclear.com.na

Only shortlisted candidates will be contacted.

CLOSING DATE: 28 August 2026