



NAMIBIA
TRAINING
AUTHORITY

RE-ADVERTISEMENT SENIOR ADMINISTRATION OFFICER (GRADE C2)

Duty Station: Head Office

Reporting to: Chief Operations Officer (COO)

Purpose: Provide comprehensive executive secretarial and administrative support to the Chief Operating Officer (COO), ensuring the efficient and effective operation of the COO's office through the delivery of high-level administrative, secretarial, and coordination services.

Key Performance Areas

- Executive secretarial support to executive management
- Office Administration - providing high-level administrative
- Document Management

Qualifications and Experience

- Bachelor's degree in business administration, Office Management, Secretarial Studies, or a related qualification (NQA Level 7) from a recognized institution.
- Minimum of 5 years' experience in secretarial or administrative duties at senior management, preferably at executive or C-suite/Executive Director level or Board of Directors within a large public or private institution.
- Demonstrated experience managing confidential and sensitive information.

Other Competencies

- Advanced Microsoft Office (All) skills
- Interpersonal and Communication (Diplomacy) skills
- Planning and Organising skills
- Problem Solving and Multi-tasking skills
- Ability to work under pressure skills
- Report writing and Time Management skills
- Confidentiality and Emotional maturity.

Other Requirement

- Driver's Licence

Closing Date: 01 September 2026



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Applications should be couriered or hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. Only certified documents will be accepted.

All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.

The NTA reserves the right not to make any appointment in this position

