

VACANCY

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

Agribank specialises in financing the entire agricultural value chain from land acquisition to production inputs, implements as well as harvesting and processing of agricultural products at competitive interest rates.

SALES DEPARTMENT: Branch Secretary

Duty Station:

Gobabis Branch, Gobabis

Purpose of the Position:

Reporting to the Regional Branch Manager, the incumbent will be responsible for providing secretarial and administrative support in order for the branch to function efficiently.

Key Performance Areas:

- Reception functions
- Branch administration
- Secretarial functions
- Database and records administration
- Procurement services
- Staff supervision

Minimum Requirements:

The suitable candidate will have at least a Diploma in Information Management or Administration with 3 years relevant work experience of which 1 year should have been in a clerical or secretarial role

Agribank will offer the successful candidates a competitive remuneration package.

Applications should be accompanied by a detailed CV, certified copies of identity document and qualifications and should be addressed (or delivered in person) to:

The Human Resources Manager
2nd Floor, Agribank Head Office
10 Post Street Mall – Windhoek
Private Bag 13208
Windhoek

No e-mail applications will be accepted.

Closing date for applications:
28 September 2018



AGRIBANK
OF NAMIBIA

Your all Season Bank

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.

Core Values

- Customer Service
- Accountability
- Professionalism
- Fairness
- Integrity
- Transparency

Windhoek Head Office

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