

VACANCY

Agribank specialize 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: **SECRETARY**

Department: **CREDIT DEPARTMENT**

Duty Station: **HEAD OFFICE-WINDHOEK**

Contract: **PERMANENT** | Job Grade: **C1**

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

(061) 207 4111

info@agribank.com.na

Midland (Windhoek)

(061) 207 4202

midland@agribank.com.na

Gobabis

(062) 577 800/1

gobabis@agribank.com.na

Katima Mulilo

(066) 252 060

katima@agribank.com.na

Mariental

(063) 242 818

southern@agribank.com.na

Otjiwarongo

(067) 304 596

otjeroku@agribank.com.na

Oshakati

(065) 221 358

oshakati@agribank.com.na

Rundu

(066) 255 645

kavango@agribank.com.na

Purpose of the Position

To control and coordinate the department's activities by supporting and directing the executive and manager's daily tasks.

Key Performance Areas

- Telephone handling services
- Office Administration and Planning
- Travel Arrangements
- Events organizing and coordination
- Secretarial Services
- Records Maintenance and Retrieval Services
- Communication and Presentation

Minimum Educational Qualification and Experience Requirements

- 3 years Secretarial Diploma / Office Administration
- 5 years' work experience as a corporate secretary, at least 3 years should have been in providing departmental services
- Computer Literate (MS Word, Excel Outlook), accuracy, initiative

Applications should be accompanied by a detailed CV, certified copies of identity document and qualifications and should be addressed to:

Human Resources Department

Private Bag 13208 – Windhoek

10 Post street Mall – Windhoek

NB: No emailed or faxed applications will be accepted

Qualified people from previously disadvantaged groups and people with disabilities are encouraged to apply.

Closing date for applications:

27 March 2020