

## Library and Information Services

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### Secretary

#### Requirements

A Bachelor's degree in Office Management, Business Management, Communication or Library and Information Science with at least three years of experience as a Secretary or an Office Administrator at a large sized company/Institution. A typing speed of at least 40 words per minute; computer proficiency in Microsoft Word, PowerPoint, Excel and Access. Good communication (both oral and written), organisational and administrative skills and the ability to work independently.

#### Job Description

Provide secretarial and administrative support; maintain the filing system; screen all telephone calls and visitors; maintain the diary; make travel arrangements; arrange workshops and meetings; take minutes and type documents; maintain stationery supplies and consumables; report faults in and around the building; coordinate venue bookings and manage room keys; receive and document staff short leave; update and maintain the online examination paper collection.

#### BENEFITS

NUST offers a competitive salary and the following fringe benefits:

- \* Pension Fund
- \* Medical Aid Scheme
- \* Annual Bonus
- \* Housing / Rental Allowance
- \* Generous Leave Privileges
- \* Relocation Expenses

**CLOSING DATE: 21 APRIL 2017**  
**ASSUMPTION OF DUTIES: ASAP**

Only shortlisted candidates will be contacted.  
No documents will be returned.

#### APPLICATION PROCEDURE

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to:

The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA.

Applications may be emailed to: [recruitment@nust.na](mailto:recruitment@nust.na)

On e-mail applications, please enter the title of the position in the subject line.

All foreign qualifications will be validated by the NQA.