



NAMSACCO

NAMIBIA PUBLIC SERVICE SAVINGS
& CREDIT CO-OPERATIVE

VACANCY

1. Job Title	: Executive Assistant
Job Grade	:8
Immediate Supervisor	: Manager/ Board

Academic Requirements and Relevant Experience

- Bachelor's degree in business related course or a recognised equivalent with a major in Accounting/ Business administration/Media/Marketing
- Have at least 5 years' relevant experience with 2 in a supervisory position
- Code B driver's license is a MUST

Required skills

- Good administrative and public relations skills
- Presentation and sales skills
- Management and supervisory skills
- Honest, Initiative and Resourceful
- Conversant with current financial and business trends
- Computer literate
- Good human resources management skills
- Good leadership skills
- Report writing, communication and presentation skills
- Interpersonal skills
- Planning and organisational skills

Core Competencies

- Building relationships
- Financial Management
- Administration
- Foster Accountability Culture
- Communicating with Influence
- Job knowledge and information sharing

www.namsacco.com.na



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Windhoek, Namibia



C/O Robert Mugabe & Love Street, Parliament Gardens,
MICRO Building



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Tenure of Appointment

The appointment will be made on a regular term contract for a period of 12 months, of which the first six months shall be considered probationary period, thereafter renewable subject to satisfactory performance and deliverables, but no longer than 6 months.

Job Summary

The Executive Assistant shall be responsible to the Board for the day to day operation; its financial management, regulatory compliance, operating policies and procedures, budgets, income and expenditure, personnel requirements, strategic and operational plans including products development and marketing. This responsibility also includes promoting and maintaining good stakeholder's relationship with the SACCO.

Generally, manage the affairs of the Sacco in a competent and business-like manner in order to achieve the set objectives.

Specific Responsibilities

- a) Formulate and implement growth strategies of the SACCO
- b) Ensure compliance with legal and regulatory requirements
- c) Ensure the development and implementation of policies, regulations and procedures to run the SACCO
- d) Develop affordable and formulate marketing and mobilization strategies
- e) Responsible to maintain a positive image of the SACCO
- f) Advise the Board on all operations and administrative matters of the SACCO
- g) Ensure the SACCO operates within policies and guidelines issued by the Board
- h) Developing and implementation appropriate communications to enhance the corporate image of the SACCO and inform all the stakeholders on achieved and planned activities.
- i) Preparation of monthly reports in line with Registrar's requirements
- j) Develop and maintain an effective and efficient system of receiving, recording, appraisal and approval of members loans as per loan policy
- k) Coordinate activities for the loan committee, participate and offer technical advise to the committee and the Board
- l) Ensure that all loans granted are adequately reported to the insurer for necessary cover
- m) Liaise with the employers and agency responsible for the payroll management on matters pertaining to payroll deduction
- n) Ensure prompt response and effective communication to members' enquiries and complaints pertaining loans
- o) Develop and implement leadership and membership education programs
- p) Mobilize savings as an investment through development of incentives and strategies.
- q) Advise the Board on the markets needs trends

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- r) Handling mail and correspondences
- s) Handling Board meetings and minutes
- t) Preparation of reports regarding loans issued and repayments
- u) Marketing of NAMSACCO including social media management, presentations and further outreaches

Enquiries: Ms. Maria Nashapi, 061 287 2136

Application closing date: 03 November 2023 @17H00, no late applications will be accepted. If you are not contacted in two weeks after the closing date of application, consider your application unsuccessful.

All applications should be forwarded to **mnashapi@namsacco.com.na**

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