

FULL JOB DESCRIPTION

SECRETARY TO THE DIRECTOR AND SENIOR MANAGEMENT

Nature of Role: Permanent
Reporting to: The Director and the Senior Management
Duty Station: Windhoek
Job Grade: N\$240,000.00 per annum

In order for the National Art Gallery of Namibia (NAGN) to support its mandate and sectoral developments, we seek a dynamic and energetic individual to take on the role of Secretary to the Director and Senior Management.

PRIMARY PURPOSE OF THE JOB:

The Secretary to the Director and Senior Management provides high-level administrative, coordination, and communication support that enables the institution's leadership to operate efficiently and strategically. This role serves as a central point of contact between the director, senior management, internal teams, and external stakeholders, ensuring the smooth flow of information and the effective management of executive operations.

The position is responsible for managing complex schedules, organising high-priority meetings, preparing briefing documents, and coordinating travel and logistics. By maintaining structured systems for correspondence, filing, and records management, the Secretary to the Director and Senior Management enhances decision-making processes and supports institutional governance requirements.

In addition, the role ensures professional communication on behalf of senior leadership, drafting letters, minutes, reports, and official documentation with accuracy, confidentiality, and discretion. The Secretary also assists in monitoring action items, tracking institutional commitments, and supporting follow-up on strategic directives.

This profile requires strong organisational skills, sound judgement, and the ability to multitask while working under pressure. Through reliability, professionalism, and proactive support, the Secretary to the Director and Senior Management plays an essential role in strengthening executive functions, facilitating institutional effectiveness, and upholding a high standard of administrative excellence.

KEY PERFORMANCE AREAS:

- Organizing and prioritizing the administrative procedures through the Director's office.
- Making arrangements and providing support services to senior level NAGN meetings whenever Director and/or Senior Management is involved.
- Distribution and receipt of information between sections, departments and external institutions.
- Receive, forward or file documents.
- Identify urgent documents and refer to the Director Senior Management without delay.
- Draft basic letters/correspondence/submissions/reference letters when requested.
- Typing of documents for Director and Senior Management.
- Revise and maintain filing and reference system.
- Sort and prioritize documents in the filing system.
- Manage confidential documents and ensure the confidentiality thereof.
- Resolve or answer less complex enquiries/alternatively refer enquiries to relevant sections/departments.
- Act as internal liaison person to Director in his/her absence, in coordination with the Acting Director.
- Develop an understanding in dealing with artists' and other clients' expectations and general enquiries as a Gallery.
- Maintain a sound working relationship with internal and external stakeholders.
- Making local and international travel arrangements for visitors to NAGN where director's input is required, e.g. art talks, external stakeholders, partners.
- Arrange visits by the Director or senior staff to locations outside Windhoek.
- Arrange official occasions such as working breakfasts, lunches, seminars and conferences in cooperation with relevant sections and departments.
- In charge of the upper safe. Control stock taken/received and stock taking in the upper safe.
- Manage the procurement of stationeries, and cleaning materials, coffee and tea for staff and meetings.

CORE COMPETENCIES

- Must have excellent administrative skills and high attention to detail
- Must be highly attentive to the needs of CEO/Director and Senior Department/staff
- and provide support services accordingly
- Must be able to liaise with various stakeholders professionally
- Must be able to arrange meetings, venues and logistic needs
- Must be able to make arrangements for local and international travel arrangement.
- Must have good time-management and organizational skills.
- Must be able to manage confidential documents and ensure the confidentiality thereof.
- Must demonstrate professionalism and good interpersonal skills.
- Must have excellent customer/client service and relationship-building skills.
- Must have excellent verbal and written communication skills.
- Must be able to handle multiple requests and prioritize tasks for self.
- A positive attitude, strong work ethic, ability to adapt and solve problems
- Strong attention to detail

QUALIFICATIONS AND REQUIREMENTS

- Min Qualifications and experience: Diploma in Office Administration with two years relevant experience.
- Must be proficient in computer in programs like MS Word/MS Calendar, Excel, PowerPoint.

Prospective candidates who meet the requirements should submit their application, accompanied by certified copies of qualifications, certificate of conduct and supporting documents to **shr@nagn.org.na**. No hand delivered applications will be accepted. For enquiries, please contact the Senior Human Resources Officer at 061231160.

NB: Persons from previously disadvantaged groups who meet the requirements are encouraged to apply. Only shortlisted candidates will be contacted.

CLOSING DATE – FRIDAY, 19 DECEMBER 2025 AT 10H00