



VACANCY

Vacancy Advertisement: Private Secretary

About the NFA:

The Namibia Football Association (NFA) stands as the custodian and governing body of football in Namibia. Established in 1990 and affiliated with FIFA and CAF in 1992, the NFA is dedicated to organizing national football leagues, managing national teams, and continuously improving, promoting, regulating, and controlling football in Namibia.

Position: Private Secretary (5-Year Contract)

Purpose of the Job:

The Private Secretary role is integral to the Secretariat Management of the NFA and reports directly to the General Secretary. The incumbent will assume full responsibility for managing the Office of the General Secretary efficiently, ensuring adherence to decisions made by the Executive Council and Congress. Maintaining the high standard of the NFA brand custodianship is essential.

Responsibilities:

- Act as the primary point of contact between the Office of the General Secretary and internal/external stakeholders.
- Organize and manage the daily working life of the General Secretary.
- Screen and direct phone calls, distribute correspondence appropriately.
- Manage requests and queries effectively.
- Schedule meetings and appointments, manage the General Secretary's diary
- Conduct detailed research and background checks on institutions and stakeholders.
- Arrange travel and accommodations for the General Secretary.
- Take dictation and minutes of meetings, source office supplies.
- Produce reports, presentations, and briefs.
- Maintain an effective office filing system.

Qualifications:

- Diploma in Office Administration, Secretarial, or Communications.
- Minimum of three (3) years of related working experience.
- Mature, proven, extensive, and hands-on management or administrative experience.

Requirements & Skills:

- Proven work experience as a Personal or Private Secretary.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office and excellent command of English.
- Outstanding organizational and time management skills.
- Up-to-date with latest office gadgets and applications.
- Ability to multitask and prioritize daily workload.
- Integrity, professionalism, and proficiency in MS Office.

Key Competencies & Knowledge:

- Strong strategic focus
- Analytical thinking and ability to operate at a strategic level.
- Adaptability to work under challenging, fast-paced circumstances.
- Excellent understanding of FIFA, CAF, COSAFA, and NFA operations.
- Good understanding of general governance rules and codes.
- Assertiveness, negotiation skills, and ethical conduct.

Benefits:

- Market-related salary or total cost to company.
- Medical aid, Housing allowance, Pension fund membership, Transport allowance.

Submission of Application:

No email submissions accepted

Deliver application by hand in a sealed envelope at NFA Football House, Katutura
Closing Date: Monday, 18th March 2024, at 17H00 (Late submissions will not be accepted))**For Enquiries: Contact Mr. Titus Kunamuene at at +264812411624**