

## Vacancies

Applications are invited from suitably qualified candidates for the positions of:-

### **Executive Secretary to the Chief Executive Officer**

#### **Job purpose**

This position will report directly to the Chief Executive Officer, and will be primarily responsible for the management, organisation and coordination of all administrative activities to facilitate the smooth running and function of the office of the Chief Executive Officer and to ensure work is being executed efficiently, accurately and in a timely manner.

#### **Key functions and responsibilities**

- Provision of a comprehensive and confidential secretarial service to the Chief Executive's Office.
- Scheduling meetings and appointments, and diary coordination of the Chief Executive Officer.
- Maintenance of an effective filing system.
- Preparation of documents required for meetings.
- Following up with management team on assigned tasks to ensure that deadlines are met
- Local and international travel arrangements including the preparation of itineraries
- Organising and coordinating of functions, conferences, etc as required
- Assist the Corporate Secretary with secretarial duties as required.

#### **Minimum qualifications and experience**

- Minimum of a diploma – majoring preferably in Secretarial Studies or Office Administration
- 5 years of secretarial experience of which at least 3 years should have been at a secretarial level of servicing senior management to Board level.
- Namibian citizenship
- Excellent communications (verbal and oral) and writing skills
- Problem solving and good judgment
- Minute taking
- Exceptional planning & organisational skills
- Meticulous attention to detail and an orderly approach to tasks
- A strong sense and appreciation of governance, ethics and compliance.
- Executes assigned duties with diligence and tact and keeps information strictly confidential.
- Advanced computer literacy skills (Microsoft Word, Excel, Outlook & PowerPoint)

### **Law Officer: Restrictive Business Practices**

This is a specialist position and the incumbent is expected to inter alia:

#### **Key functions and responsibilities**

- Research and analyse legal implications of competition law matters and provide findings accordingly
- Provide legal advice on potential restrictive business practices
- Receive and assess complaints regarding restrictive business practices
- Conduct investigations on alleged restrictive business practices
- Assess applications for exemption from the provisions of the Competition Act, 2 of 2003
- Compile relevant reports regarding the abovementioned items.

#### **Requirements**

- A B-degree in law, commercial law or Competition law
- At least 3 years work experience in the legal field
- Admission as a Legal Practitioner or relevant LL.M would be an added advantage
- Understanding of competition law
- Detailed knowledge of relevant legislation and legal practice
- Analytical thinking
- Research competencies
- Investigation skills
- Legal report writing skills
- Demonstrate an innovative disposition and a strong work ethic.

#### **Remuneration:**

The Commission offers market related remuneration packages commensurate with experience and qualifications. Kindly forward written applications, accompanied by a detailed CV, e-mail and telephone contact details, certified copies of ID, educational qualifications, Job Title, and contact details of 3 contactable referees, to be marked for the attention of:

**The Senior Human Resources Practitioner  
Namibian Competition Commission  
P.O. Box 2104  
Windhoek  
Namibia.**

**Fax (+264 61) 401900, Tel (+264 61) 224622.**

Applications can be couriered/hand delivered to No.14, BPI House (Old M&Z Building), Mezzanine Floor, 269 Independence Avenue, Windhoek. No emailed applications will be accepted.

**Closing date: 29 May 2017**

*The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for short listing. Applications who do not receive any response within four weeks after the closing date should accept that their applications were not considered favourably. The Commission regrets it cannot return documents.*