

Vacancy

Position: Branch Administrator
Job Grade: C1
Location: South Regional Office – Keetmanshoop

The National Housing Enterprise (NHE) invites suitably qualified and experienced candidates to apply for the position of Branch Administrator.

Purpose of the Position

To provide comprehensive secretarial, receptionist and administrative support to the Regional Manager and branch office, supervise support staff, coordinate procurement and office administration activities, maintain branch records and assets, and provide customer care support to ensure the efficient operation of the regional office.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for:

- Providing secretarial and diary management support to the Regional Manager.
- Managing branch records, filing systems and document control.
- Coordinating office administration, fleet and asset management.
- Initiating procurement processes and administering operational expenditure.
- Supervising branch support staff.
- Providing reception and switchboard services.
- Coordinating meetings, preparing agendas and recording minutes.
- Delivering quality customer service and resolving customer enquiries.
- Preparing administrative reports and ensuring compliance with organisational policies.
- Performing any other duties reasonably assigned.

KEY KNOWLEDGE AND COMPETENCIES REQUIRED:

Knowledge

- Knowledge of Branch administration, Receptionist and Secretariat, procurement and office management procedures and Fleet administration.

Skills and Behavioural Competencies

- Planning and administrative skills
- Supervisory and leadership skills
- Minute taking and report writing skills
- Excellent communication and telephone etiquette.
- Computer literacy (Ms Word, Excel, Outlook)
- Interpersonal and coordination skills
- Customer service orientation

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- National Diploma in Office Administration, Secretarial Studies, Business Administration or an equivalent qualification.
- Minimum of two (2) years' administrative or secretarial experience.
- Supervisory and fleet administration experience will be an added advantage.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply. Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addressed to:

The Chief Executive Officer
Att: Executive: Human Capital & Strategy
NHE Head Office
7. Gen. Murtala Muhammed Ave.
PO Box 20192,

Eros , Windhoek

and emailed to: recruitment@nhe.com.na

CLOSING DATE: 04 SEPTEMBER 2026