

WE'RE HIRING:

Executive Assistant to the CEO & Operations Support

Why join NaSIA?

This role offers a unique opportunity to work at the center of Namibia's non-bank financial services sector, supporting executive leadership, providing project management support, gaining exposure to finance, stakeholder management and coordination of industry projects and initiatives.

Role overview

NaSIA is seeking the services of a highly organised, proactive and detail-oriented professional to serve as an Executive Assistant to the CEO, while also providing administrative, finance project support to the Secretariat. This is a multi-functional role that requires strong organisational skills, discretion, professionalism and the ability to work across executive, operational and project management environments.

Key Responsibilities:

1. Executive Support to the CEO

- Manage the CEO's diary, meetings (calendar) and travel arrangements.
- Prepare meeting packs, agendas, minutes and briefing notes.
- Handle correspondence, emails and confidential documentation.

2. Administrative & Finance Support

- Provide administrative support to the Finance & Operations Manager.
- Assist with invoicing, membership fee tracking, payment follow-ups, and record keeping.
- Support budget monitoring, procurement processes, and operational documentation.
- Maintain accurate records, contracts and compliance-related documents.
- Assist with audit preparation and financial reporting logistics.
- Assist with membership onboarding, records management and communication.
- General office administration, project coordination and support.

3. Events Coordination and Marketing Support

- Lead and coordinate NaSIA events and marketing initiatives
- Updating of NaSIA website and social media channels.
- Coordinate the publication and distribution of internal newsletters, reports, official correspondence and member communication.

Personal Attributes:

- Ability to work independently and manage multiple priorities.
- Strong organizational and time-management skills.
- High level of confidentiality, discretion, and professionalism.
- Good written and verbal communication skills.
- Proactive and solution oriented.
- Strong interpersonal skills and ability to engage in diverse stakeholder groups.

Minimum Qualifications:

- Bachelor's degree in Business Administration/Marketing or relevant formal qualification at NQF Level 7 with 3 years of experience.
- Exposure to office administration and finance support with 3-5 years' experience.
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Digital proficiency and the ability to leverage AI tools responsibly and efficiently.
- Exposure to digital marketing and media communication is a distinct advantage

Please email a cover letter, CV and certified documents to vacancy@nasia.org.na if you meet the above requirements and are interested.

Consider your application unsuccessful if you have not received a response within 14 days of the closing date.

Closing date: 13 March 2026 at 12:00