



Namibia Nature Foundation

Tel.: +264 61 248345; 76 & 78 Frans Indongo Road; P.O. Box 245 Windhoek, Namibia;
Email: info@nnf.org.na; Website: <http://www.nnf.org.na>

ADMINISTRATION ASSISTANT **APPLICATION INSTRUCTIONS**

Requirements: Namibian citizen or permanent resident; minimum qualification of a diploma in administration; secretarial and customer relations, or similar; a qualification in logistics and fleet management will be an added advantage; you must have strong language skills; with excellent English; other Namibian languages will be an advantage; ideally we are looking for a candidate with at least 3 years of relevant experience and of working with multi-disciplinary teams; excellent command of Office suite applications (Word, Excel, Access, PowerPoint); you must have a passion for the cause and demonstrable understanding of and commitment to the aims and objectives of the NNF.

Application Instructions

Your application must be addressed to Jessica@nnf.org.na and submitted no later than 17:00 on Monday the 27th of September.

You must title your email in the subject line - NNF Admin 2021

Your application should consist of a motivation letter of no more than 2 pages outlining why you are the person for the job and also contain a concise CV.

Other documents may be requested at the shortlisting stage. Please note that due to the high number of applications, only shortlisted candidates will be contacted.

For candidate dropping their applications physically, ensure that you have placed your application documents into the right application box at the NNF Head Office in Windhoek

PLEASE NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS MAY INVALIDATE YOUR APPLICATION



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