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## EMBASSY OF THE REPUBLIC OF NAMIBIA

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### VACANCY ANNOUNCEMENT

<b>POST DESIGNATION</b>	:	Administrative Assistant
<b>1×POST</b>	:	Berlin
<b>EXPECTED ENTRY</b>	:	19 March 2018
<b>TYPE OF APPOINTMENT</b>	:	Permanent
<b>CLOSING DATE</b>	:	28 February 2018

### MINIMUM REQUIREMENTS AND SKILLS

- A Degree in Business Administration and three years' experience in office administration.
- Skills in International relations and Security management
- Written and spoken fluency in English and German (Polish and Czech will be an advantage.)
- Must be able to translate from German to English and vice versa
- Excellent research, writing and organisational skills
- Excellent communications and customer care
- Ability to work under time pressure and meeting deadlines on time
- Knowledge of Africa especially Namibia
- Ability and keen to learn and work in a team as well as in a multi-cultural environment
- Strong computer literacy

### ADDITIONAL REQUIREMENT

- Driver's license minimum three year's continuous experience

## **KEY RESPONSIBILITIES**

- Receive, record and process all application forms that are submitted to this office and prepare them for verification and approval by the supervisor
- Check and verify and make sure that all requirements are met
- Record visa applications in sequence of application numbers and enter them into the system.
- Issue and endorse visa in passports for signature.
- Record and dispatch correspondences
- Translate documents
- Attend to customers at the counter.
- Register the visa numbers in a numerical order for the record purposes.
- Responsible for the travelling arrangements, reservations of flights and accommodations
- Responsible for general services e.g. stock control, inventory, ordering stationaries and printing.
- Compiling financial reports.
- Filling of documents and making necessary copies.
- Attend to enquiries regarding visas and consular matters and update the supervisor's programme
- Process the financial administrative matters concerning the purchase and payments of goods and services
- Undertake any other duty as assigned by the Head of Mission

***TO APPLY FOR THIS VACANCY, ADDRESS YOUR APPLICATION LETTER AND CV TO:***

***THE AMBASSADOR  
NAMIBIAN EMBASSY  
REICHSSTRASSE 17  
14052 BERLIN***

***ATTENTION: Immigration Attaché***

Email: [visa@namibia-botschaft.de](mailto:visa@namibia-botschaft.de)

