



BUKALO VILLAGE COUNCIL

Enquiries : Mr. Victor Siyema
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Erf 532
Council Building
Our Ref. 06/07/26

Private Bag 1005
Bukalo, Namibia

Vacancy Announcement: 06 July 2026

Qualified Candidates

Post Designation : x1 Private Secretary, Grade B3

1 x Post : Bukalo Village Council

Salary Scale : N\$ 87,054.00 x P- N\$90643.00

Duration of Employment : Permanent

Reporting to : Chief Executive Officer

Minimum Requirements : Office Administration level 3, Diploma Level 6 or Degree in office Administration or related Fields

Key Performance Areas :

focuses on maximising the efficiency of the chief executive officer, handling confidential information, managing administrative operations, the Private Secretary's performance is typically measured by their ability to maintain operational flow and support the chief executive officer through task completion, calendar management accuracy, communication effectiveness, confidentiality maintenance, meeting coordination efficiency & responsiveness to request

Other competencies

- Must be act as a high level administrative partner, requiring a blend of superior organisational skills, discretion and technical proficiency to manage the chief executive workflow
- Must be excellent communicator(verbal &written)
- Must be proficiency in digital tools(MS office/Google Suit)protective scheduling
- Must be trust worth and full of integrity
- Must be self starting and full of own initiative
- Must have the ability to maintain strict confidentiality

Qualifications

Office Administration level 3, Diploma Level 6 or Degree in office Administration or related Fields

Closing date: 06 August 2026

**Applications to be hand delivered to Bukalo Village Council Human Resources
Department office No: S15, or by Posting to: Private Bag 1005, Bukalo /Namibia**

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