



VACANCY ANNOUNCEMENT

PERSONAL ASSISTANT TO THE EXECUTIVE ASSISTANT

Duty Station: Swakopmund, Namibia

Commencement date: as soon as possible

Expected duration: renewable position based on performance after six months of probation period

1. ABOUT THE BENGUELA CURRENT CONVENTION

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the Republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The Secretariat of the Benguela Current Convention is located in Swakopmund, Namibia. The functions of the Secretariat, as defined in Article Thirteen of the Convention, are to:

- (a) provide services to the Ministerial Conference, the Commission and its subsidiary bodies to facilitate the execution of their functions;
- (b) establish rules and procedures of operation, functioning and appointment of its staff to be approved by the Commission;
- (c) propose the creation or termination of such positions as deemed necessary to perform its functions, with the approval of the Commission;
- (d) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission;
- (e) establish partnerships with other organisations; and
- (f) Perform such other functions as the Commission may determine.

2. GENERAL ROLES AND RESPONSIBILITIES FOR THE POSITION

BCC is seeking to hire a self-motivated and talented Personal Assistant to the Executive Secretary. The Personal Assistant will provide administrative support and assistance to the office of the Executive Secretary to ensure the effective and efficient running of the office and to assist in providing key support in achieving the BCC's goals and objectives. This is one of the key positions for the organisation and demands the incumbent to have requisite competencies and experiences. The PA will work directly under the supervision of the ES.

Primary Duties and Responsibilities:

He or she will have the following responsibilities and functions:

1. Serve as the primary contact in the office of ES;
2. Ability to create effective reports (including typing of documents speedily), presentations and business correspondence and minutes taking or dictation at meetings;
3. Managing the calendar (including managing the electronic diary and making appointments), and managing the filing systems;
4. Responding to internal and external inquiries including screening phone calls, reading, screening and filtering emails, and handling faxes and posts;
5. Ability to respond to emails regarding non-substantive matters as well as forwarding others to relevant managers and team members to act;
6. Bring to the attention of the ES urgent correspondence and print attachments;
7. Conduct weekly diary meetings with the ES to discuss upcoming engagements, invitations and other events;
8. Provide administrative support for the meeting of the Ministerial Conference and Management Board;
9. Meeting and greeting visitors at all levels of seniority;
10. Coordinate travel and accommodation arrangements;
11. Organising and attending meetings and ensuring the ES is well-prepared for meetings

Qualifications, Skills and Competencies

1. Bachelor's degree in Office Administration or equivalent work experience is required;
2. A minimum of 7 years in office environment with a minimum of 5 years previous experience in a similar position;
3. Must have exceptional Microsoft Office skills, and extensive knowledge of word processing, spreadsheets, presentations and database software;
4. Ability to communicate effectively in both written and oral presentations and confidently take initiative, exercising discretion and sound judgment and ensuring a high level of confidentiality
5. Excellent organisational skills;
6. Proven ability to work under pressure and tight deadlines;

7. Be able to think strategically, and prioritize among competing demands;
8. Must be willing to travel including foreign travel.

Please submit your CV via email to pa@benguelacc.org on or before the 28th of October 2024 at 16h00 Namibian time.

We thank all applicants, however, only those who are selected for an interview will be contacted.