



# VACANCY

## 1x Position: Freelance secretary to the Board

Primary purpose: The secretary will work closely with the Board Chairman and the CEO in the planning the meetings of the Board.

### Duties:

- The preparation and timely distribution of the agenda for Board meetings
- The preparation and timely distribution of the board packs (documents) of Board meetings
- Taking an accurate record of minutes of the Board and timely distribution of the same to the Board of Directors (The minutes should reflect format and level of detail as determined by the Board)
- The creation and maintenance of an up-to-date board planning calendar
- Maintenance of a full contact list of board members including board member appointment dates, terms of appointments and board members' bios
- Arrangement of a suitable alternative in the event the secretary is unable to attend a meeting
- Updating, maintaining and safe storage of Board's minutes and other legal documents

### Some of the job requirements:

- At least one year of previous service on the Board
- Knowledge of meeting procedures
- An adequate level of writing proficiency
- Fluency in the use of Microsoft packages

**Closing Date of Application: Thursday 18 March 2021**

Interested candidates should forward their comprehensive CV with certified copies to  
[spetrus@nampa.org](mailto:spetrus@nampa.org)

Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve),  
Windhoek

**Only short-listed candidates will be contacted. No documents will be returned.**