



Namibia Nature Foundation

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ADMINISTRATION ASSISTANT

APPLICATION INSTRUCTIONS

Requirements: Namibian citizen or permanent resident; minimum qualification of a diploma in administration, secretarial and customer relations, or similar. 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 2 years of relevant experience and of working with multi-disciplinary teams. But we are willing to consider other candidates who feel they may have something to offer. 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 Tuesday the 11th of December.

You must title your email in the subject line - NNF Admin 2018

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.

PLEASE ENSURE YOU FOLLOW THESE INSTRUCTIONS FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED



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