

We have an exciting career opportunity in the private sector to fill the role of an **Administrative Officer**.

We are looking for a dynamic, self-starter who is interpersonally bright and creative. You need to be keen to take on a challenge and be driven by success. You will be responsible for administrative and logistics activities of the organisation.

A degree in Business Administration or related field with a minimum of 1-year proven experience in an administrative role in a donor funded environment will be advantageous. You must possess a Code B driver's license for a minimum four years' driving experience. In addition, you should be innovative, take pride and derive personal satisfaction from achieving results. You should be willing to relocate to the northern part of the country. Kindly forward your CV to: tangi@potentia.com.na by Friday, 16 November, 2018.

www.potentia.com.na

