

We have an exciting career opportunity in the Consultancy industry to fill the role of a **Senior Administrator**.

We are looking for an open-minded and confident individual who is enterprising and administratively strong to join our dynamic team. You will develop and monitor the project's compliance model as well as assure adherence to the comprehensive quality assurance framework. You will direct and build strong working relationships with partner organisations; build organisational capacity and provide regular feedback as well as technical project outcomes including performance reports.

A Bachelor's Degree in Economics, Business, Statistics, Social Sciences or a related field; a minimum of 3 years' work experience in a consultancy or advisory capacity with proven experience in implementing designs for business augmentation and skilful leadership will serve as a distinct advantage. Exceptional written and spoken communication skills, a professional disposition coupled with proven interpersonal objectivity, effectiveness, agility as well as willingness to travel are essential pre-requisites. Kindly forward your motivation letter and CV to: bradley@potentia.com.na by Friday, 16 November 2018.

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