NAMIB DESERT DIAMONDS (PTY) LTD

Career opportunities

NAMDIA markets and sells ethically sourced Namibian diamonds for the benefit of Namibia and her people. Almost ten years in existence and with this goal in mind, the company begins a new era of business refinement and expansion. We are presently seeking:

Position	**Personal Assistant to CEO and EXCO Support (Permanent)**
Grade	**C2**
Duty Station	**Windhoek**
Primary Purpose	To organise, coordinate and refine the administration and day-to-day support services to the CEO and EXCO.
Minimum Qualifications and Experience	- Diploma in Secretarial or Office Administration or equivalent qualification - NQF Level 6 - 4 years of Work Experience in this area of expertise of which two (2) years in an Executive Secretary or similar position in a professional environment. - Ability to exercise discretion in dealing with confidential or sensitive matters
Special Requirements/Licenses	- Driver's License Code B - Police Clearance Certificate
Key Responsibilities	- EXCO Office and Admin Support Systems & Services - EXCO Annual Planner, Diary and Engagements Coordination Services - First line EXCO response Services - EXCO Admin & Secretarial Support Services Effectiveness - Basic Research/Investigations and substantiation Effectiveness
Competencies/Skills	- Good communication and interpersonal abilities - Planning and Organisation - Time Management - Problem Solving

- The deadline for applications is **04 December 2026 at 17h00 local time.**
- Non-Namibian qualifications must be accompanied by a Namibia Qualifications Authority evaluation.
- Submissions must be made electronically and submitted via email to: recruitment@namdia.na

No hand-delivered applications will be accepted.
Only shortlisted candidates will be contacted and will be required to undergo a robust selection process.