

THE COMPANY

Our client is an independent non-profit organisation which acts as the representative for the Namibian logistics industry, and is governed by an elected Board of Directors. Its member base is comprised of small and large companies operating in road transport, freight forwarding, courier services and customs clearing inter alia. Our client's long-term strategy and short-term actions are moulded by a set of core values that are shared by each member, and thereby aims to act as their collective voice by unlocking the unyielding potential of one of Namibia's growing industries. Given its vision of being the professional proactive public policy advocacy platform on issues affecting the logistics industry, it also serves as the competence centre to enhance industry competitiveness. It provides a wide spectrum of services to its members such as training and capacity building programmes, facilitation of business linkages and market intelligence services.

OPERATIONS CO-ORDINATOR

An exciting position has been created for an energetic individual who, as part of a small dynamic team, will drive the operational and financial functions of the company.

THE POSITION

The core focus of this position is to manage the day-to-day business operations, provide support services to senior management and undertake the responsibility of supervising subordinates. The successful incumbent will also assist with maintaining budget controls through effective planning, overseeing the overall bookkeeping function through the preparation of invoices, basic financial statements (up to the trial balance) and will effectively work alongside an external accounting firm. The incumbent will also assume the overall responsibility for the training programme, the quarterly newsletter as well as the organisation's website. The successful incumbent will work independently and report to the Secretary General, assisting in the preparation of board meeting reports and offering general support in maintaining a professional and market-oriented enterprise.

Key Focus Areas

- **Member liaison:** Attend to day-to-day member enquiries and maintain strong relationships with members through effective communication.
- **Market Intelligence:** Provide members with up-to-date information on current industry news as well as business-linkage opportunities.
- **Event Management:** Organise regular board and networking events for members.
- **Training & Capacity Building:** Manage the training & capacity building programme including liaison and negotiation with training service and venue providers.
- **Budgeting:** Assist with drafting / managing budgets and control costs of the organisation through the various administration and control procedures.
- **Bookkeeping:** Oversee the overall bookkeeping function through the preparation of invoices, basic financial statements up to the trial balance.
- **Reporting:** Inform management on progress and outcome of running activities.
- **Website:** Effectively manage and maintain the organisation's website.
- **Newsletter:** Act as chief editor for the quarterly e-Newsletter, which provides members with up to date industry information.

- **Administration:** Efficiently deal with general day-to-day administrative tasks.
- **Staff Supervision:** Establish objectives with subordinates and guide them in achieving high administrative standards.

THE INDIVIDUAL

Minimum Requirements

- A diploma and / or tertiary qualification. Business or similar field will be an added advantage.
- Minimum of 5 years relevant working experience.
- Displays proven skills in basic accounting / bookkeeping.
- Sound knowledge of administrative systems and procedures.
- **Language skills:** fluent in English and able to effectively communicate with internal and external stakeholders (verbal and written). Afrikaans will be an added advantage.
- Computer literate (MS Excel, MS Word, MS PowerPoint, MS Publisher)
- Namibian citizenship / work permit.

Competency Requirements

- Displays strong interpersonal skills at all levels.
- Dynamic and energetic individual with hands on approach to work.
- Works effectively as a team member and helps build relationships, supporting others to achieve team goals.
- An independent thinker who reflects the aptitude to take well informed decisions & prioritizing topics.
- Self-motivated and finds challenging performance targets stimulating.
- Strong achievement orientation and uncompromising integrity.
- Commitment to standards of excellence and continuous improvement.
- Excellent organisational, multi-tasking and time management skills.
- Strong administrative skills and procedural control.
- A smart and professional business disposition coupled with a first-class customer-care ethos.

INTERESTED ?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **14 February 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to theo@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



POTENTIA

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