



HEALTH PROFESSIONS COUNCILS OF NAMIBIA

VACANCIES

1. Post designation: Administrative Officer for Nursing Board

Minimum requirements:

- An accredited three (3) year National Diploma in Public / Business Administration or relevant qualification at NQF level 6.
- Two (2) years of work experience in an administrative environment.

Required knowledge and skills:

- Problem-solving and analytical skills.
- Good communication skills.
- Good interpersonal skills.
- Good time management skills
- Excellent planning and organising skills.
- Excellent computer and typing skills

Other requirements

- The candidate must have a sense of detail.
- Candidate must aspire to high integrity.
- Friendly demeanour and ability to work effectively in a team.

Key performance areas

- Receive applications for registration or certificates of status from clients and check them for completeness.
- Acknowledge receipt of all applications.
- Complete the application checklist.
- Submit clients' files to the Assistant Manager for verification.
- Print certificates and submit them to the Assistant Manager for verification.
- Mail letters communicating evaluation results to candidates and filing copies.
- Enter the latest and accurate data into the data management system and ensure that the system is updated regularly.
- Assist in enhancing the quality of data and completeness of records.
- Ensure that clients are invoiced for applications and other services payable.

- Provide excellent and efficient customer service to clients.
- Guarantee the smooth running of the office on a day-to-day basis.
- Record, copy and dispatch all outgoing documents.
- Attend emails, telephone, and mail enquiries regarding the activities of the HPCNA.
- Assist with evaluations of applicants.

Salary Package: HPCNA offer a competitive salary package, pension, medical and housing grants, as well as other fringe benefits which include adequate leave and an annual bonus.

Enquiries: Mr. T. Haipeto, Tel: 061 – 245586: email: thaipeto@hpcna.com.na

Address the application to the Registrar, HPCNA, Private Bag 13387, Windhoek.

Closing date: Friday, the 5th of September 2025

- NB. The application form can be obtained from the HPCNA website: <https://www.hpcna.com/uploads/documents/HPCNA%20employment%20application%20form-170325-061503.pdf>
- No faxed or emailed applications will be accepted.
- Only shortlisted candidates will be contacted.
- No documents will be returned to the applicants.

- Foreign qualifications must be submitted alongside the evaluation from the Namibia Qualifications Authority.
- Certified documents should be valid for not more than three (3) months before submission.

