



Career Opportunities at Bank BIC Namibia

Suitably qualified and highly motivated candidates are invited to apply for the following position.

SECRETARY TO THE BOARD OF DIRECTORS (Windhoek)

Bank BIC is looking for a **Secretary to the Board of Directors** reporting directly to the CEO, and will be responsible to provide regulatory and administrative duties to the CEO; Board of Directors and all sub-committees.

Job Purpose

To provide managerial administrative duties and support to the Board of Directors, through the timely and accurate collection and sharing of information.

Key Responsibilities

- Guiding the chairman and board on their responsibilities under the rules and regulations to which they are subject
- Manage corporate governance
- Oversee efficient administrative support to all Board and sub-committee members (including all correspondence, travelling and accommodation arrangements, etc)
- Manage all stakeholder communication of the Board and CEO's office
- Ensuring good information flows within the Board and its committees and between senior management and non-executive directors, as well as facilitating induction and assisting with professional development as required
- Supervise arrangement of meeting venues, equipment, attendance registers, catering, preparing agendas and taking minutes, etc.
- Convene and administer all internal and external meetings - set meetings, record accurate minutes, complete related documentation, statutory registers etc.
- Liaising with external regulators and advisors such as attorneys, bankers, internal and external auditors and insurance companies
- Maintaining good shareholder relations and keeping the board informed on shareholders' views - coordinate a flow of information both internally and externally
- Monitoring changes in relevant legislation and the regulatory environment and taking action accordingly
- Keep governing board up to date on new listing rules, practices and legislation

Core Behavioural Competencies:

- Excellent presentation skills
- Analytical thinker
- Initiative, self-management and proactive individual
- Proficient in spelling, punctuation, grammar and other English language skills
- Proven experience in communication management, and producing correspondence and documents
- Ability to delegate responsibilities
- Good planning and organizational skills
- Excellent time management skills and stress tolerance
- Absolute confidentiality and integrity. Must be deadline-driven with a high degree of accuracy and attention to detail
- Excellent communication and interpersonal skills
- Ability to build strategic working relationships at all levels and engaging at an Executive level

Pre-requisite Education & Experience Requirements:

- A Bachelor's degree in communications, secretarial business administration, or related fields
- 4+ years' experience as Board of Directors Assistant or performing Secretary to the Board duties
- Experience in the Banking industry
- Proficient in English and Portuguese
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, Access and Excel) and Adobe Acrobat Reader and Editor
- Drivers license
- Namibian citizen or valid work permit

Applications accompanied by a detailed CV (which must include a career outline to date) should be forward to: hresources@bankbic.na

Closing date: 06 November 2020